Curtin University

Concur User Guide

Concur Helpdesk

Curtin University
concurhelpdesk@curtin.edu.au
X2319

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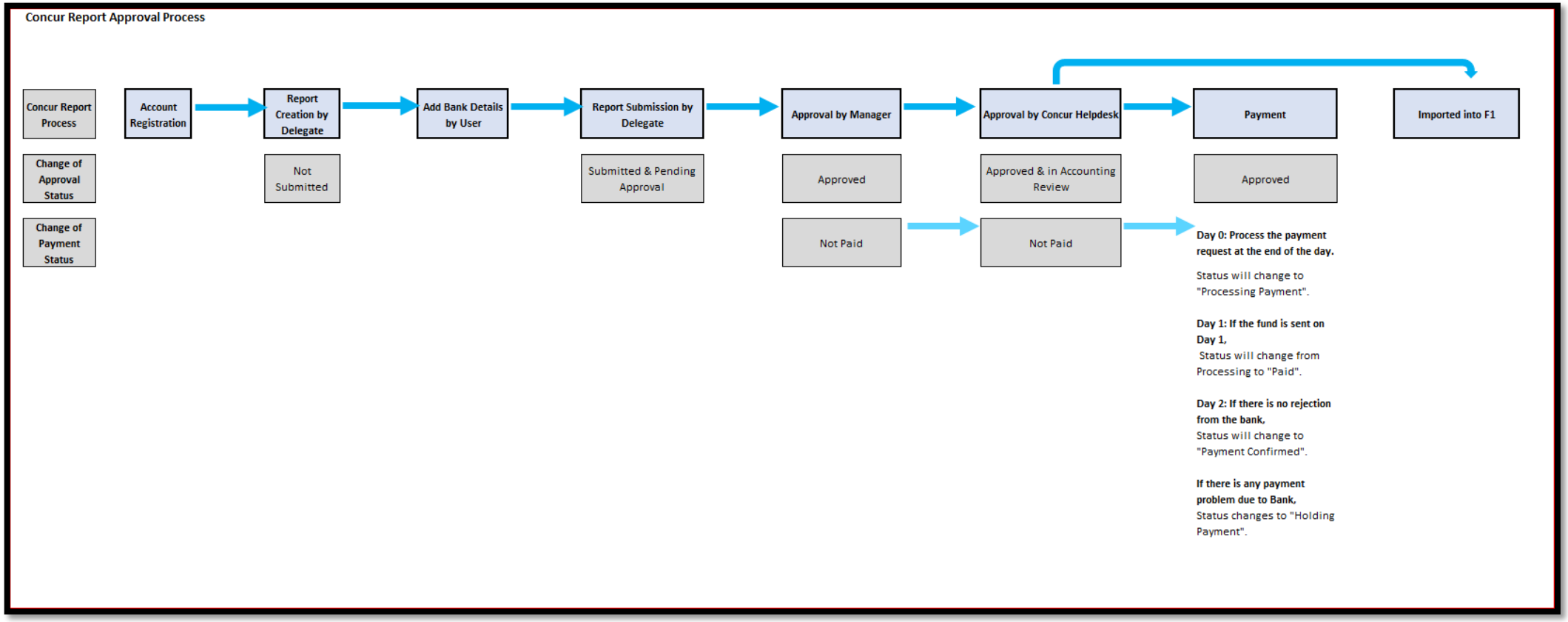
Note: *click on the title of each section to return to the Contents page.*

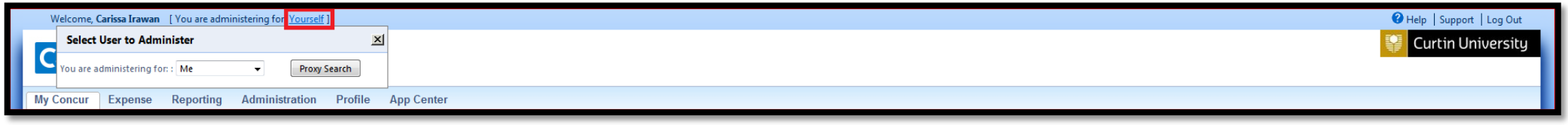
Basic Concur Functions


Concur Report Approval Process
Concur Report Process
Account Registration
Report Creation by Delegate
Add Bank Details by User
Report Submission by Delegate
Approval by Manager
Approval by Concur Helpdesk
Payment
Imported into F1
Change of Approval Status
Not Submitted
Submitted & Pending Approval
Approved
Approved & in Accounting Review
Approved
Change of Payment Status
Not Paid
Not Paid
Day 0: Process the payment request at the end of the day.
Status will change to "Processing Payment".
Day 1: If the fund is sent on Day 1,
Status will change from Processing to "Paid".
Day 2: If there is no rejection from the bank,
Status will change to "Payment Confirmed".
If there is any payment problem due to Bank,
Status changes to "Holding Payment".

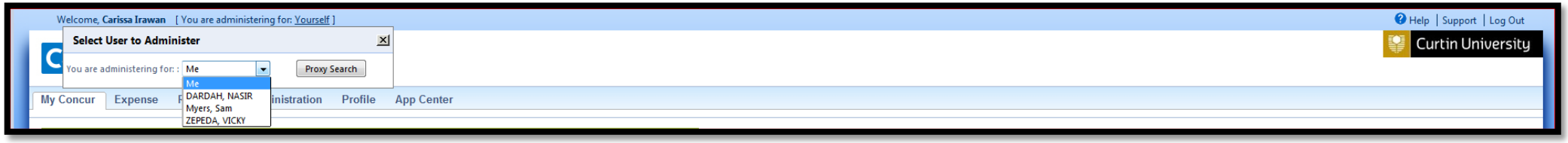
Accessing Staff Members' Concur Account

To perform this action, you must have Delegate access to the staff members Concur accounts.

To access their Concur accounts, please click on the **"Yourself"** link located on the top left-hand side of your Concur page. You will see a pop-up box **"Select User to Administer".**



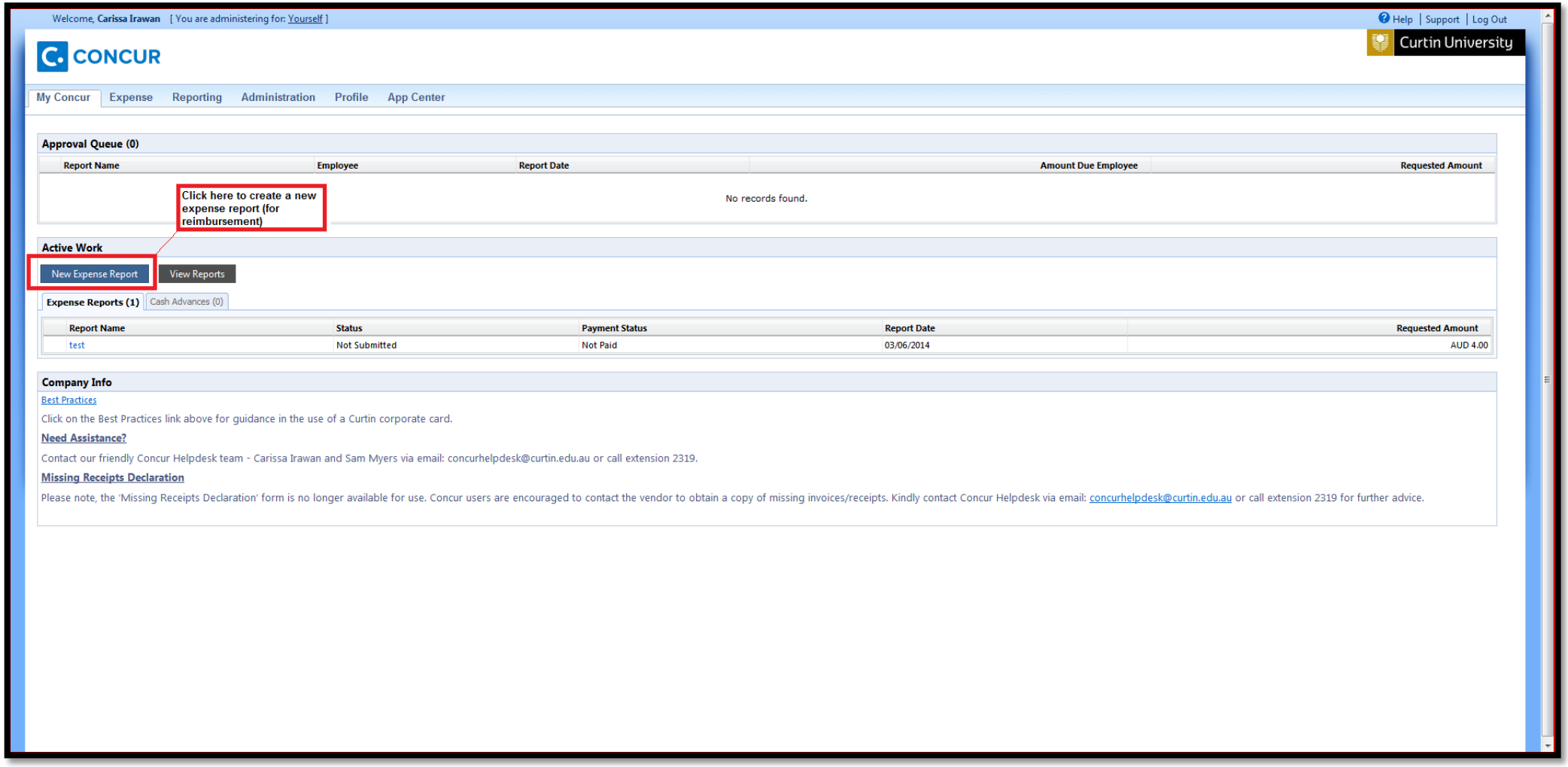
Click on the drop down button sign, and choose the name of the staff member whom you would like to access.



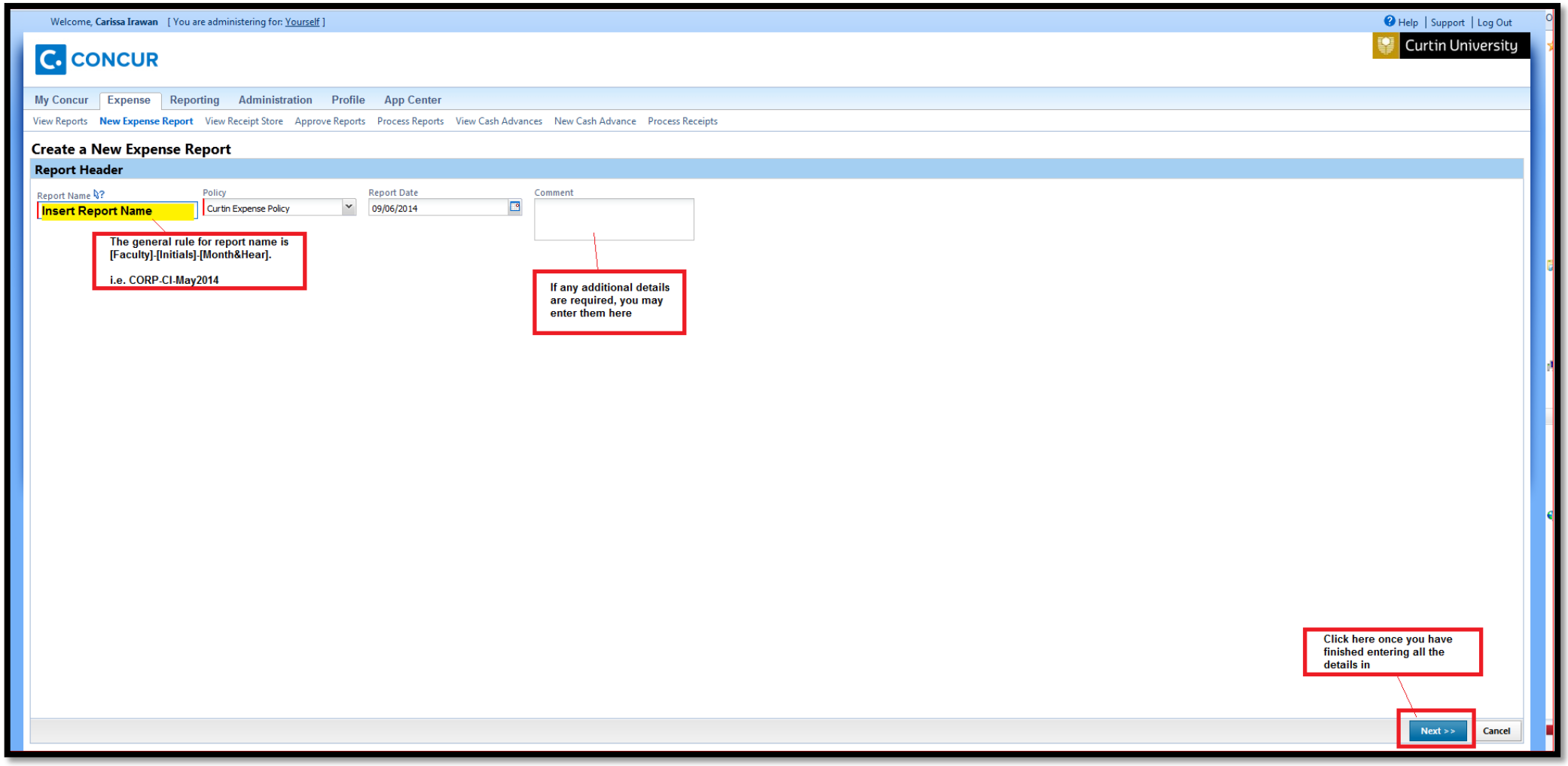
Creating a New Concur Expense Report

Applies to:
Corporate card acquittals
Cash advance acquittals
Staff/student reimbursements

To create a new Concur expense report, click the **New Expense Report** button under your Active Work tab.


Welcome, Carissa Irawan [You are administering for: Yourself]
Help | Support | Log Out
CONCUR
Curtin University
My Concur
Expense
Reporting
Administration
Profile
App Center
Approval Queue (0)
Report Name
Employee
Report Date
Amount Due Employee
Requested Amount
No records found.
Click here to create a new expense report (for reimbursement)
Active Work
New Expense Report
View Reports
Expense Reports (1)
Cash Advances (0)
Report Name
Status
Payment Status
Report Date
Requested Amount
test
Not Submitted
Not Paid
03/06/2014
AUD 4.00
Company Info
Best Practices
Click on the Best Practices link above for guidance in the use of a Curtin corporate card.
Need Assistance?
Contact our friendly Concur Helpdesk team - Carissa Irawan and Sam Myers via email: concurhelpdesk@curtin.edu.au or call extension 2319.
Missing Receipts Declaration
Please note, the 'Missing Receipts Declaration' form is no longer available for use. Concur users are encouraged to contact the vendor to obtain a copy of missing invoices/receipts. Kindly contact Concur Helpdesk via email: concurhelpdesk@curtin.edu.au or call extension 2319 for further advice.

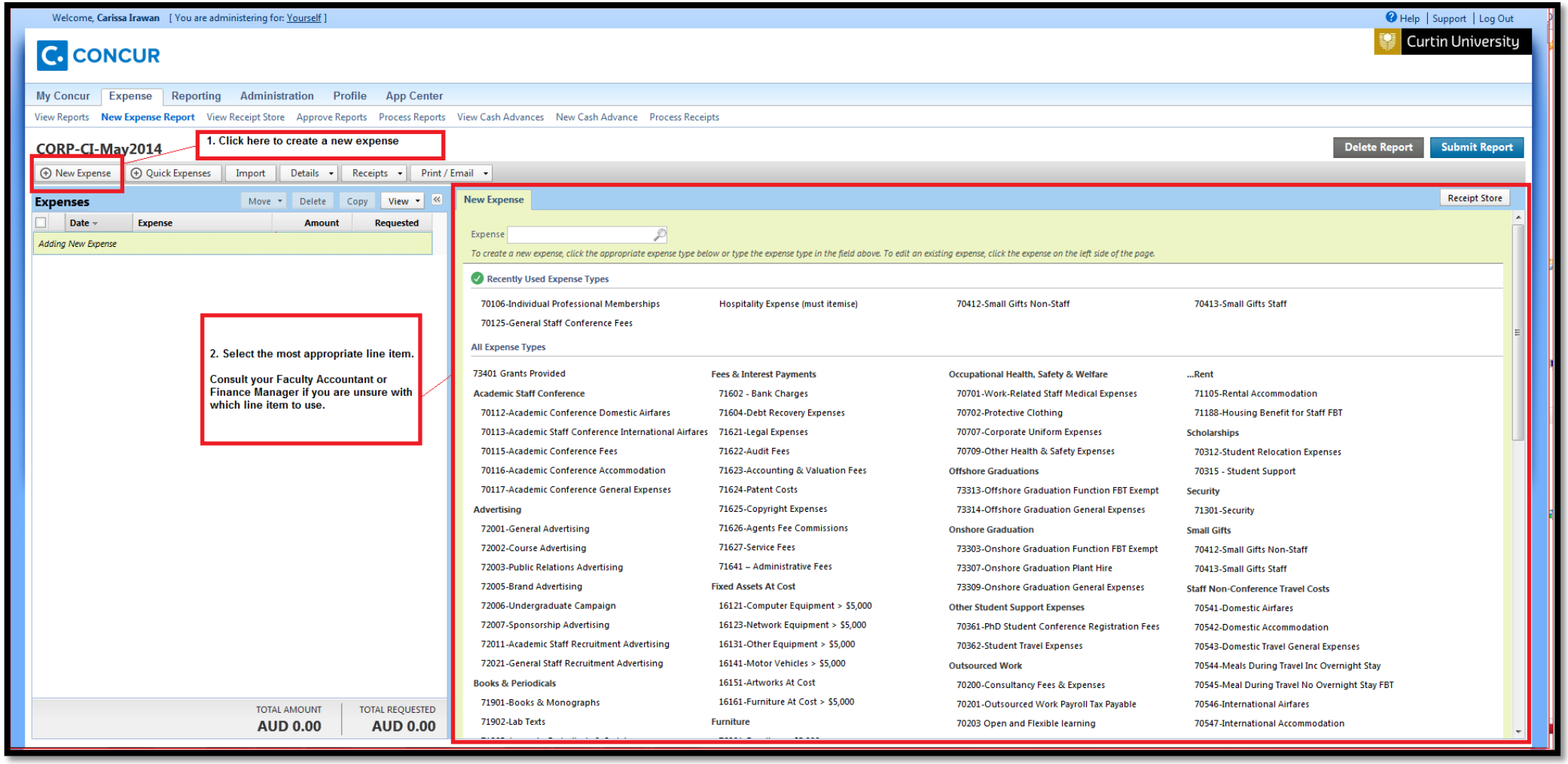
Complete the details of your report as follows.



Creating Expenses

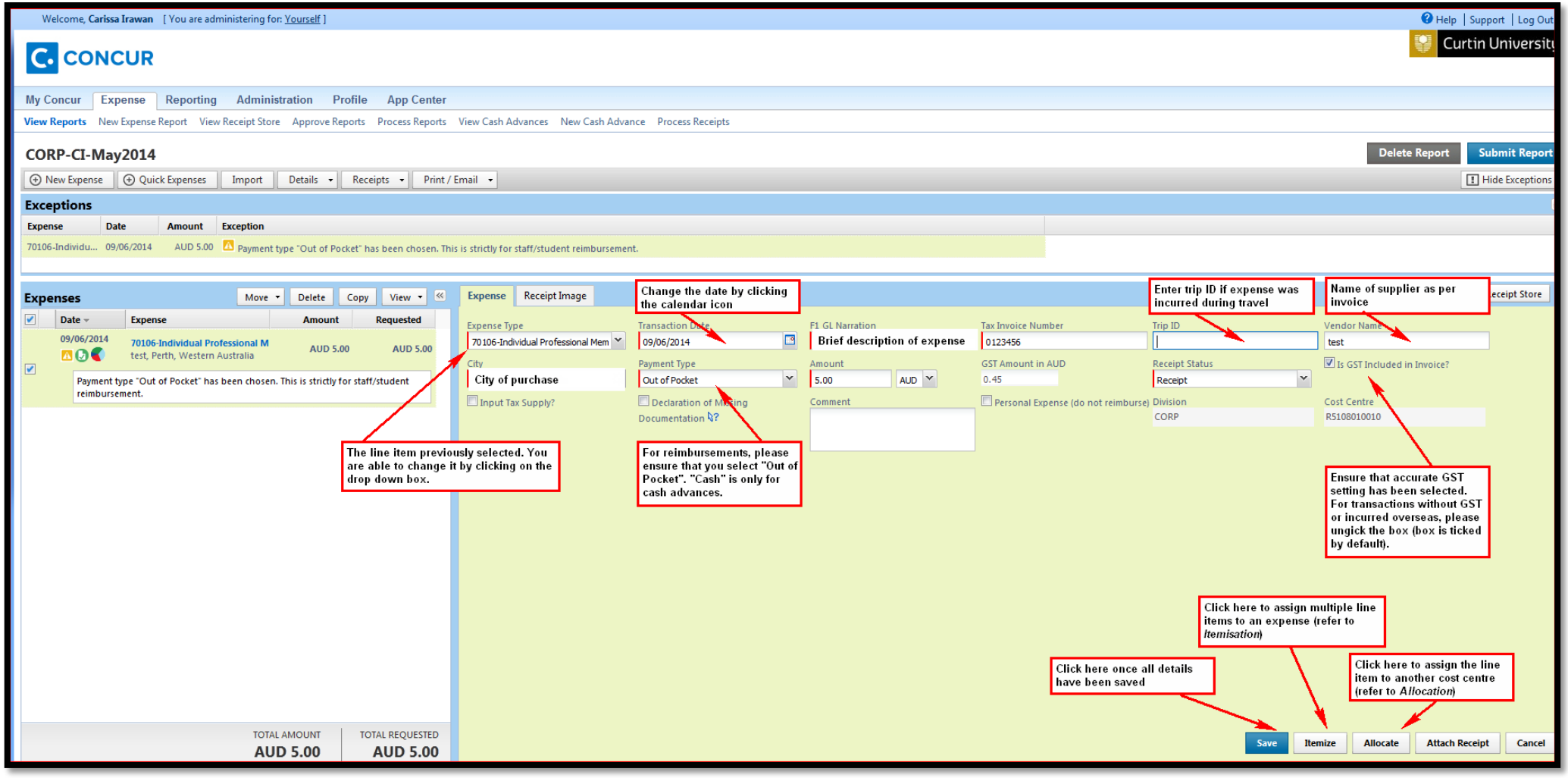
Applies to:
Corporate card acquittals
Cash advance acquittals
Staff/student reimbursements

Once the report has been created, create expense entries within the report.



Enter expense details as seen below,

***Please note that it is important to change "Payment Type" to "Out of Pocket" if it is an expense to be reimbursed. For cash advance acquittal, payment type can remain as "Cash".**

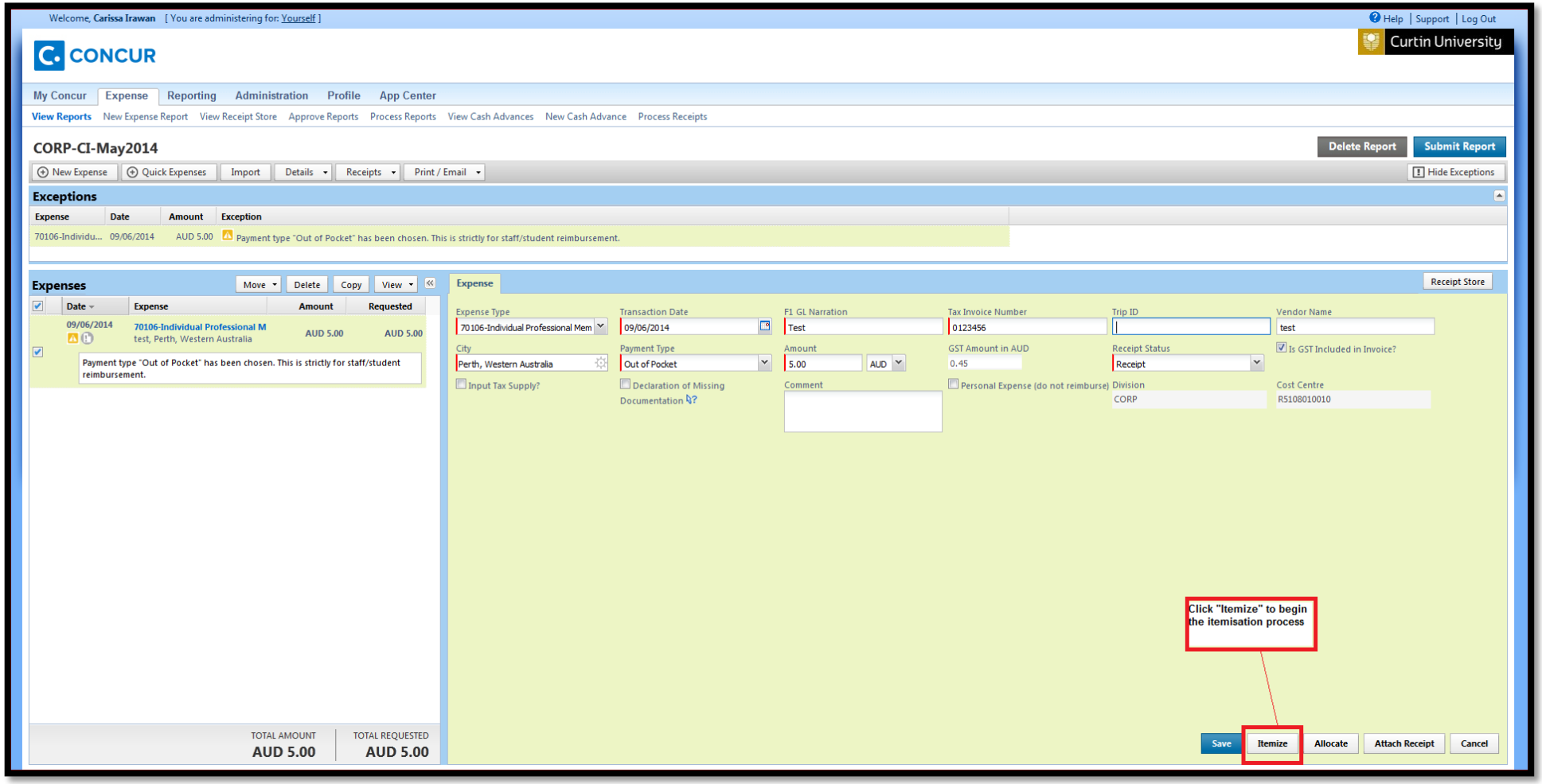

Welcome, Carissa Irawan [You are administering for: Yourself]
Help | Support | Log Out
CONCUR
Curtin University
My Concur | Expense | Reporting | Administration | Profile | App Center
View Reports | New Expense Report | View Receipt Store | Approve Reports | Process Reports | View Cash Advances | New Cash Advance | Process Receipts
CORP-CI-May2014
Delete Report | Submit Report
New Expense | Quick Expenses | Import | Details | Receipts | Print / Email | Hide Exceptions
Exceptions
Expense | Date | Amount | Exception
70106-Individu... | 09/06/2014 | AUD 5.00 | Payment type "Out of Pocket" has been chosen. This is strictly for staff/student reimbursement.
Expenses
Move | Delete | Copy | View
Date | Expense | Amount | Requested
09/06/2014 | 70106-Individual Professional M test, Perth, Western Australia | AUD 5.00 | AUD 5.00
Payment type "Out of Pocket" has been chosen. This is strictly for staff/student reimbursement.
TOTAL AMOUNT AUD 5.00
TOTAL REQUESTED AUD 5.00
Expense | Receipt Image
Expense Type: 70106-Individual Professional Mem
Transaction Date: 09/06/2014
F1 GL Narration: Brief description of expense
Tax Invoice Number: 0123456
Trip ID
Vendor Name: test
City: City of purchase
Payment Type: Out of Pocket
Amount: 5.00 AUD
GST Amount in AUD: 0.45
Receipt Status: Receipt
Is GST Included in Invoice?
Input Tax Supply?
Declaration of Missing Documentation
Comment
Personal Expense (do not reimburse)
Division: CORP
Cost Centre: R5108010010
Change the date by clicking the calendar icon
Enter trip ID if expense was incurred during travel
Name of supplier as per invoice
The line item previously selected. You are able to change it by clicking on the drop down box.
For reimbursements, please ensure that you select "Out of Pocket". "Cash" is only for cash advances.
Ensure that accurate GST setting has been selected. For transactions without GST or incurred overseas, please ungick the box (box is ticked by default).
Click here to assign multiple line items to an expense (refer to Itemisation)
Click here once all details have been saved
Click here to assign the line item to another cost centre (refer to Allocation)
Save | Itemize | Allocate | Attach Receipt | Cancel

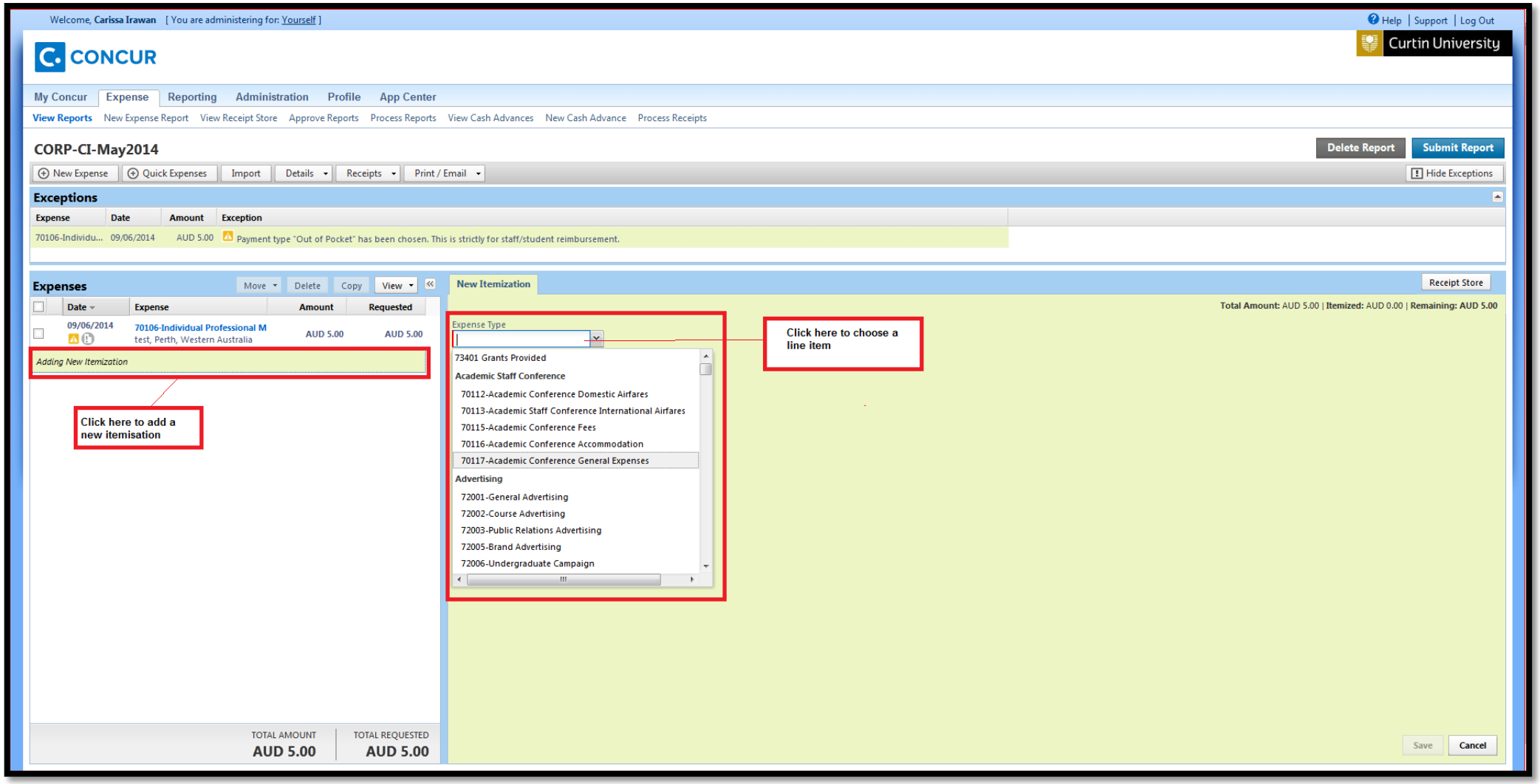
Please note that different line items may require different fields to be completed. If this is the case complete the additional in accordance to the descriptions above the field.

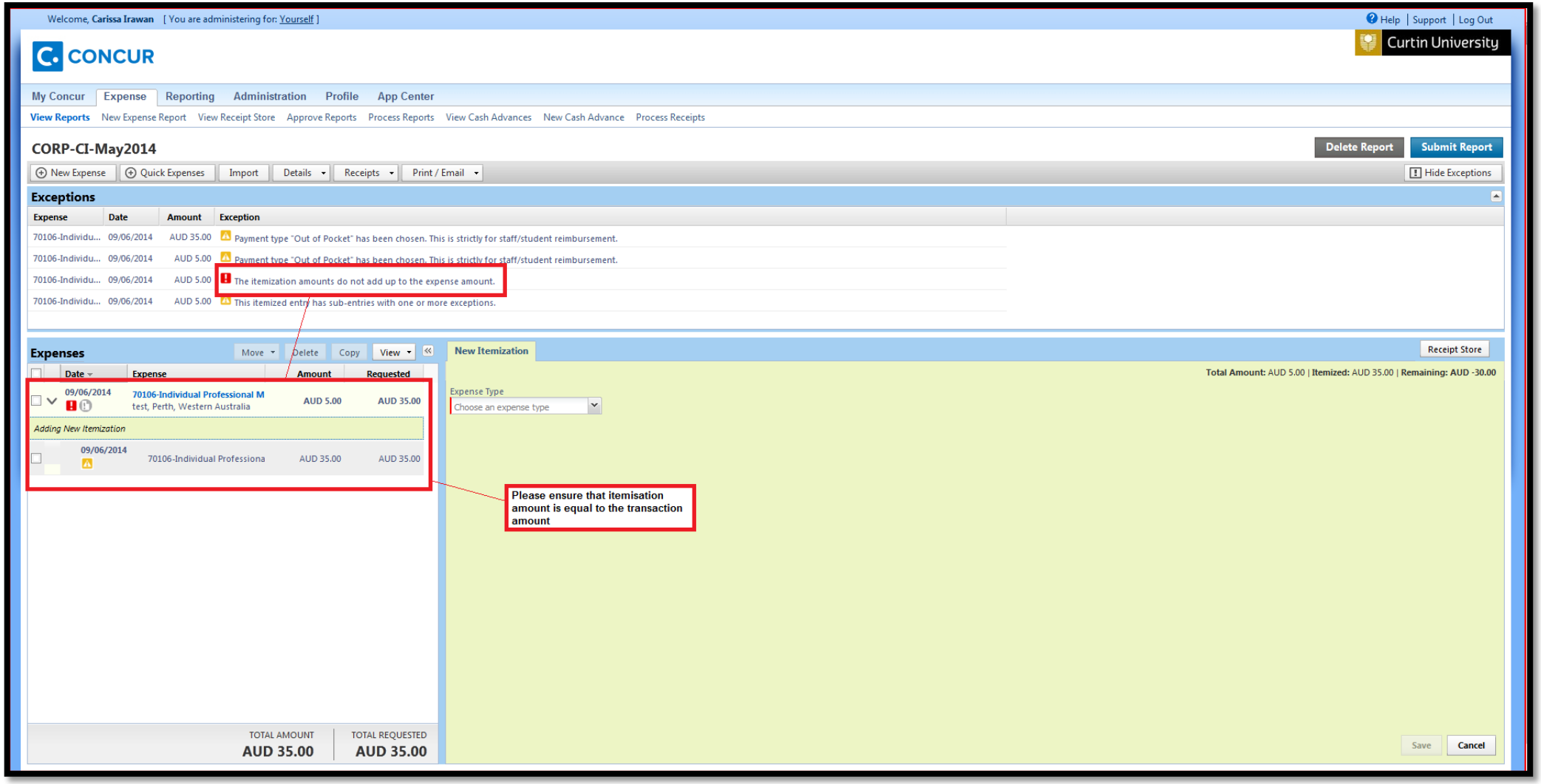
Itemising Transactions

Applies to:
Corporate card acquittals
Cash advance acquittals
Staff/student reimbursements

Itemisations are used in order to assign a multiple line items to a single expense. To access this function click the “Itemise” button on the bottom right corner of the expense details screen.


Welcome, Carissa Irawan [You are administering for: Yourself]
Help | Support | Log Out
CONCUR
Curtin University
My Concur | Expense | Reporting | Administration | Profile | App Center
View Reports | New Expense Report | View Receipt Store | Approve Reports | Process Reports | View Cash Advances | New Cash Advance | Process Receipts
CORP-CI-May2014
Delete Report | Submit Report
New Expense | Quick Expenses | Import | Details | Receipts | Print / Email | Hide Exceptions
Exceptions
Expense | Date | Amount | Exception
70106-Individu... | 09/06/2014 | AUD 5.00 | Payment type "Out of Pocket" has been chosen. This is strictly for staff/student reimbursement.
Expenses
Move | Delete | Copy | View
Date | Expense | Amount | Requested
09/06/2014 | 70106-Individual Professional M | test, Perth, Western Australia | AUD 5.00 | AUD 5.00
Payment type "Out of Pocket" has been chosen. This is strictly for staff/student reimbursement.
TOTAL AMOUNT AUD 5.00
TOTAL REQUESTED AUD 5.00
Expense
Receipt Store
Expense Type: 70106-Individual Professional Mem
Transaction Date: 09/06/2014
FI GL Narration: Test
Tax Invoice Number: 0123456
Trip ID:
Vendor Name: test
City: Perth, Western Australia
Payment Type: Out of Pocket
Amount: 5.00 AUD
GST Amount in AUD: 0.45
Receipt Status: Receipt
Is GST Included in Invoice?
Input Tax Supply?
Declaration of Missing Documentation
Comment
Personal Expense (do not reimburse)
Division: CORP
Cost Centre: R5108010010
Click "Itemize" to begin the itemisation process
Save | Itemize | Allocate | Attach Receipt | Cancel


Welcome, Carissa Irawan [You are administering for: Yourself]
Help | Support | Log Out
CONCUR
Curtin University
My Concur
Expense
Reporting
Administration
Profile
App Center
View Reports
New Expense Report
View Receipt Store
Approve Reports
Process Reports
View Cash Advances
New Cash Advance
Process Receipts
CORP-CI-May2014
Delete Report
Submit Report
New Expense
Quick Expenses
Import
Details
Receipts
Print / Email
Hide Exceptions
Exceptions
Expense
Date
Amount
Exception
70106-Individu...
09/06/2014
AUD 5.00
Payment type "Out of Pocket" has been chosen. This is strictly for staff/student reimbursement.
Expenses
Move
Delete
Copy
View
Date
Expense
Amount
Requested
09/06/2014
70106-Individual Professional M
test, Perth, Western Australia
AUD 5.00
AUD 5.00
Adding New Itemization
Click here to add a new itemisation
TOTAL AMOUNT
AUD 5.00
TOTAL REQUESTED
AUD 5.00
New Itemization
Receipt Store
Total Amount: AUD 5.00 | Itemized: AUD 0.00 | Remaining: AUD 5.00
Expense Type
Click here to choose a line item
73401 Grants Provided
Academic Staff Conference
70112-Academic Conference Domestic Airfares
70113-Academic Staff Conference International Airfares
70115-Academic Conference Fees
70116-Academic Conference Accommodation
70117-Academic Conference General Expenses
Advertising
72001-General Advertising
72002-Course Advertising
72003-Public Relations Advertising
72005-Brand Advertising
72006-Undergraduate Campaign
Save
Cancel

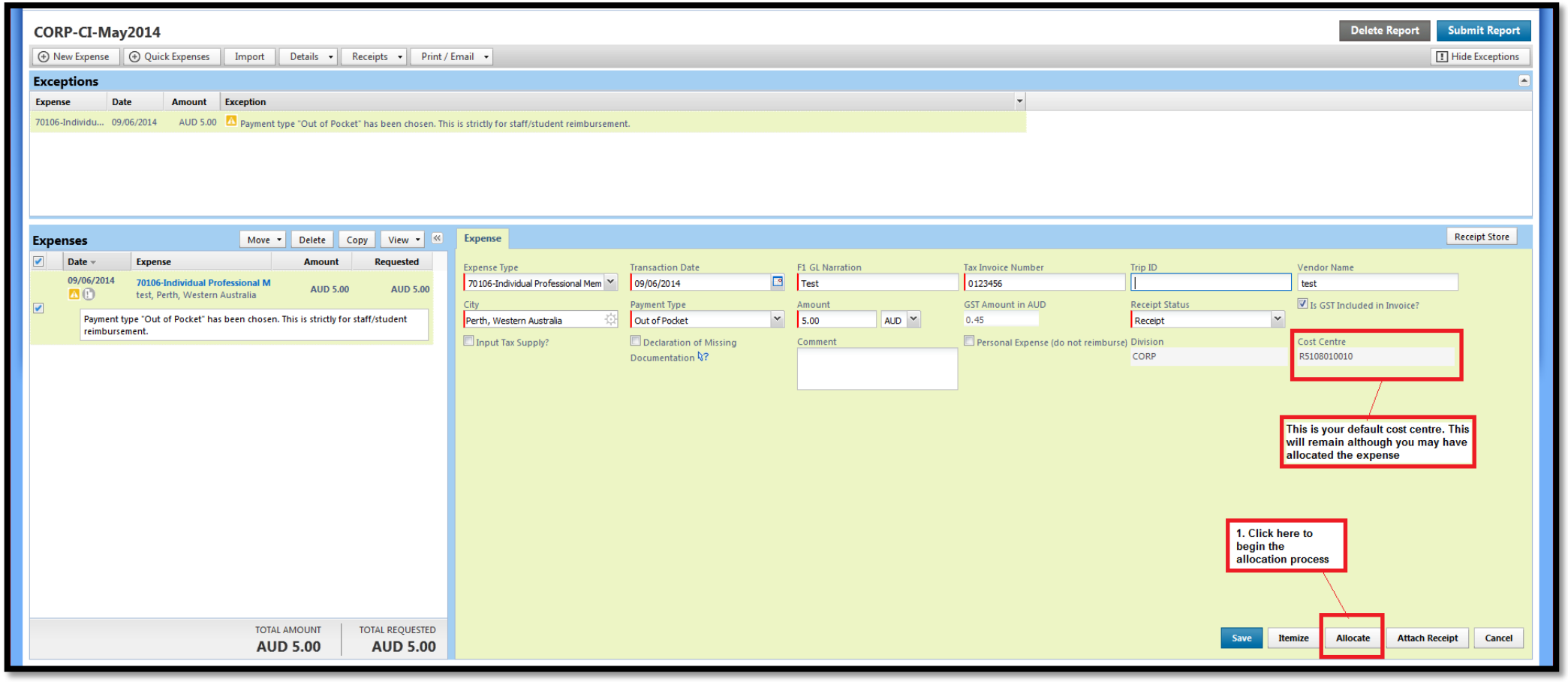


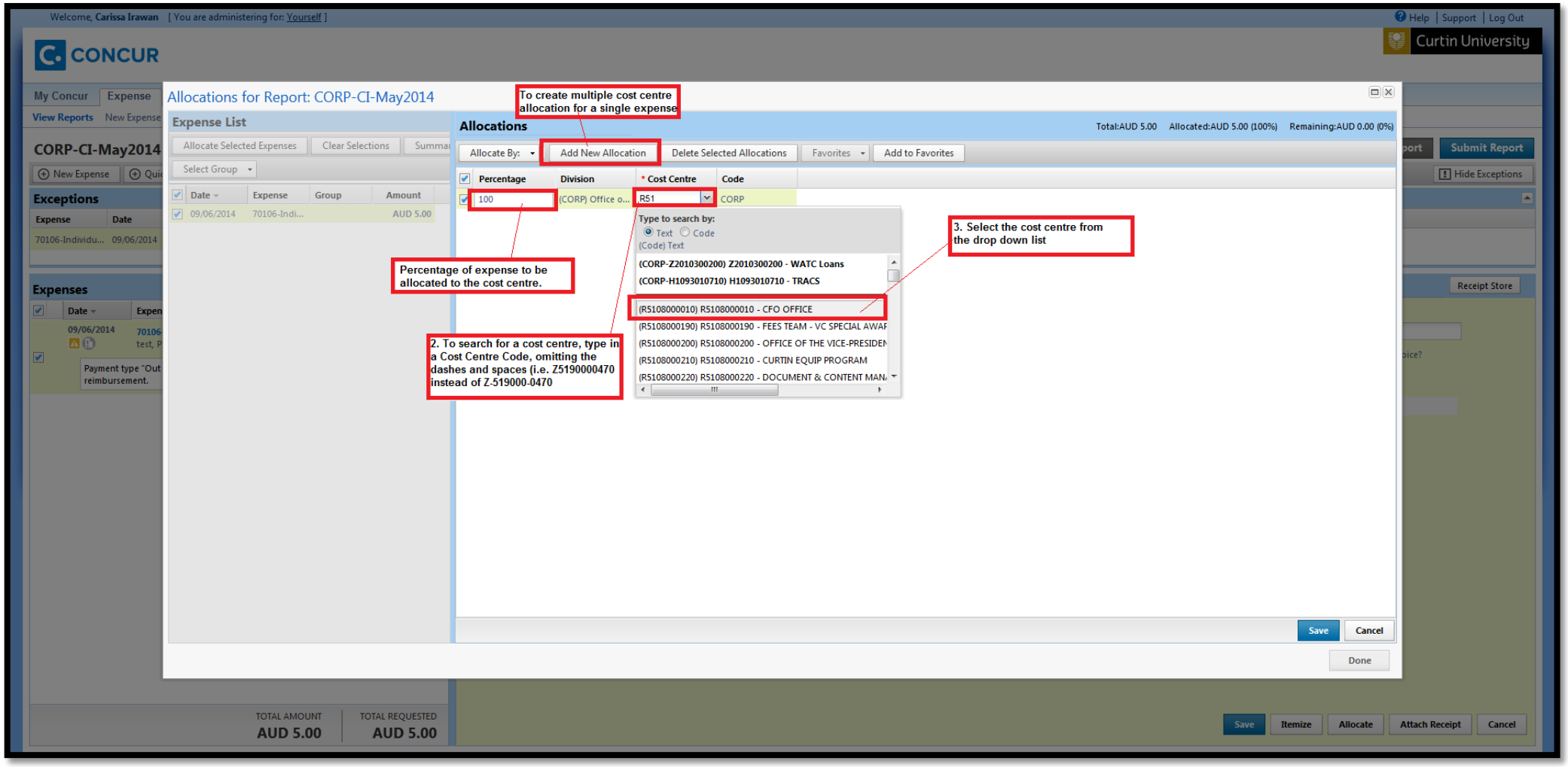
Please note that if cost centre allocations are required you will need to allocate each itemised line item separately. More information on how to use allocations can be found in the next section.

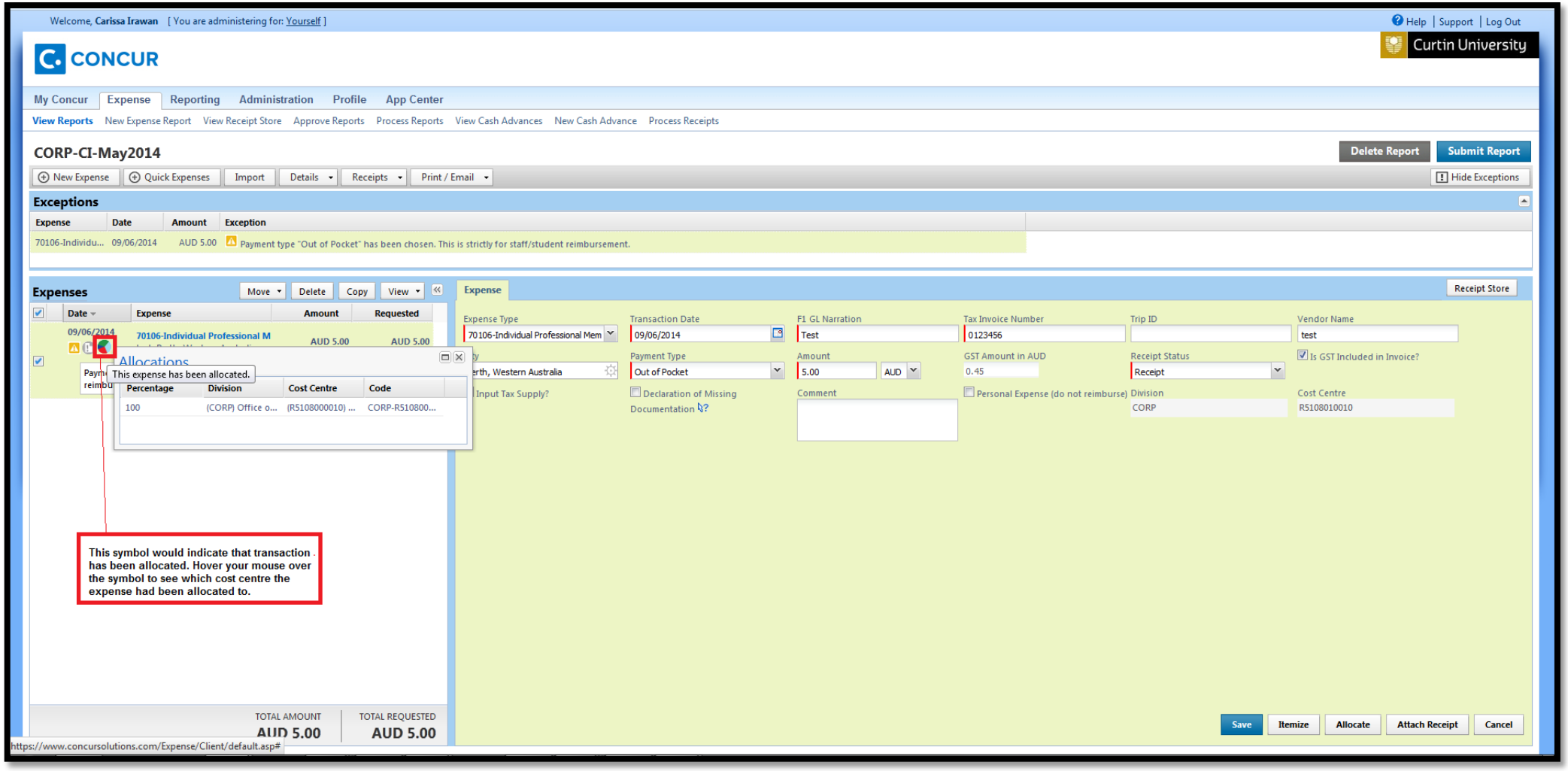
Allocating Transactions

Applies to:
Corporate card acquittals
Cash advance acquittals
Staff/student reimbursements

Allocations are used in order to assign a different cost centre or multiple cost centres to a single expense. To access this function click on the "Allocate" button on the bottom right corner of the expense details screen.




To create multiple cost centre allocation for a single expense
Percentage of expense to be allocated to the cost centre.
2. To search for a cost centre, type in a Cost Centre Code, omitting the dashes and spaces (i.e. Z5190000470 instead of Z-519000-0470
3. Select the cost centre from the drop down list
Allocations for Report: CORP-CI-May2014
Allocations
Add New Allocation
Delete Selected Allocations
Add to Favorites
Percentage
Division
* Cost Centre
Code
Save
Cancel
Done

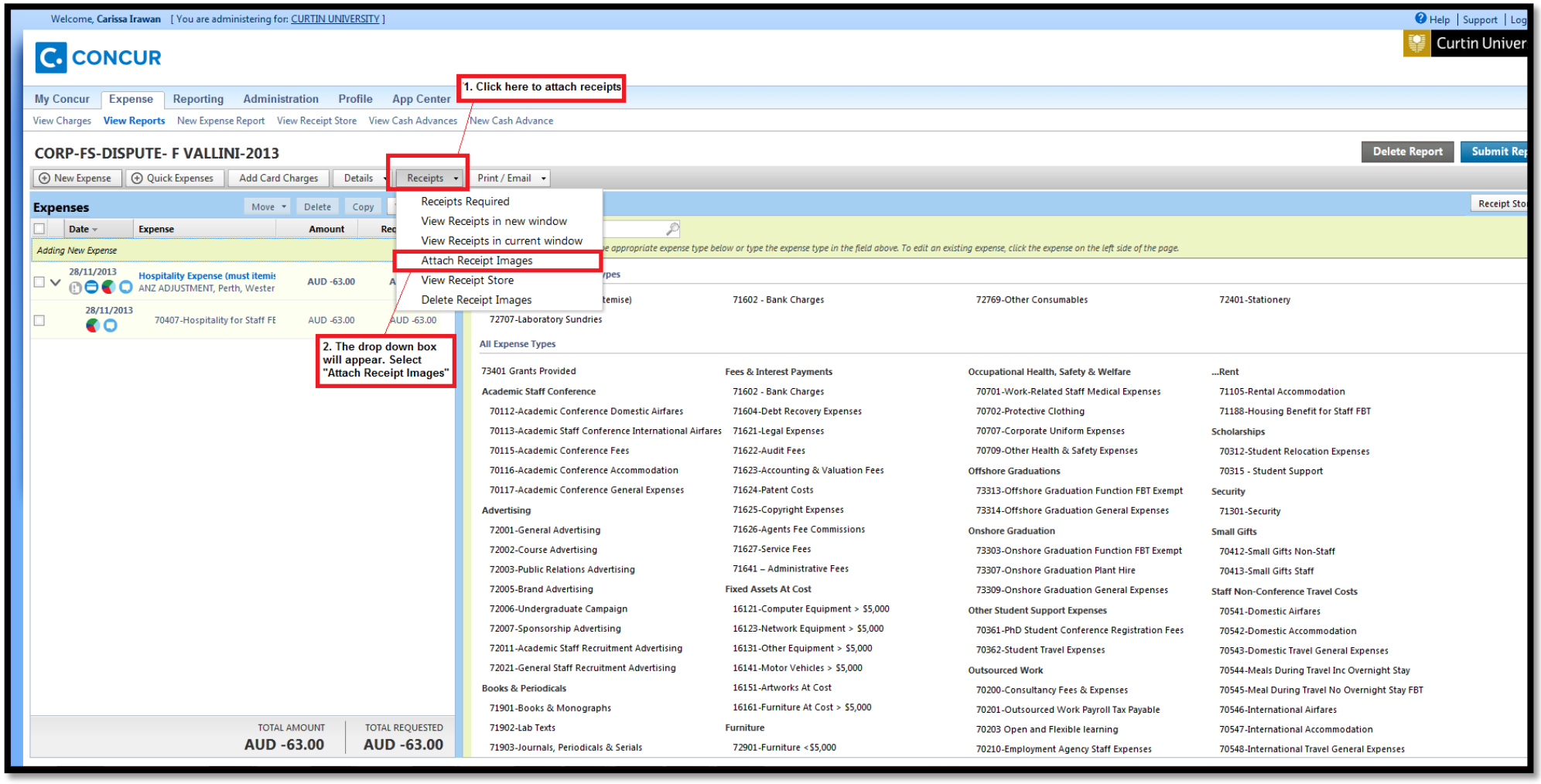

Welcome, Carissa Irawan [You are administering for: Yourself]
Help | Support | Log Out
CONCUR
Curtin University
My Concur | Expense | Reporting | Administration | Profile | App Center
View Reports | New Expense Report | View Receipt Store | Approve Reports | Process Reports | View Cash Advances | New Cash Advance | Process Receipts
CORP-CI-May2014
Delete Report | Submit Report
New Expense | Quick Expenses | Import | Details | Receipts | Print / Email | Hide Exceptions
Exceptions
Expense | Date | Amount | Exception
70106-Individu... | 09/06/2014 | AUD 5.00 | Payment type "Out of Pocket" has been chosen. This is strictly for staff/student reimbursement.
Expenses
Move | Delete | Copy | View
Date | Expense | Amount | Requested
09/06/2014 | 70106-Individual Professional M | AUD 5.00 | AUD 5.00
This expense has been allocated.
Allocations
Percentage | Division | Cost Centre | Code
100 | (CORP) Office o... | (R5108000010) ... | CORP-R510800...
This symbol would indicate that transaction has been allocated. Hover your mouse over the symbol to see which cost centre the expense had been allocated to.
TOTAL AMOUNT AUD 5.00
TOTAL REQUESTED AUD 5.00
Expense
Receipt Store
Expense Type: 70106-Individual Professional Mem
Transaction Date: 09/06/2014
F1 GL Narration: Test
Tax Invoice Number: 0123456
Trip ID
Vendor Name: test
Payment Type: Out of Pocket
Amount: 5.00 AUD
GST Amount in AUD: 0.45
Receipt Status: Receipt
Is GST Included in Invoice?
Input Tax Supply?
Declaration of Missing Documentation
Comment
Personal Expense (do not reimburse)
Division: CORP
Cost Centre: R5108010010
Save | Itemize | Allocate | Attach Receipt | Cancel
https://www.concursolutions.com/Expense/Client/default.asp#

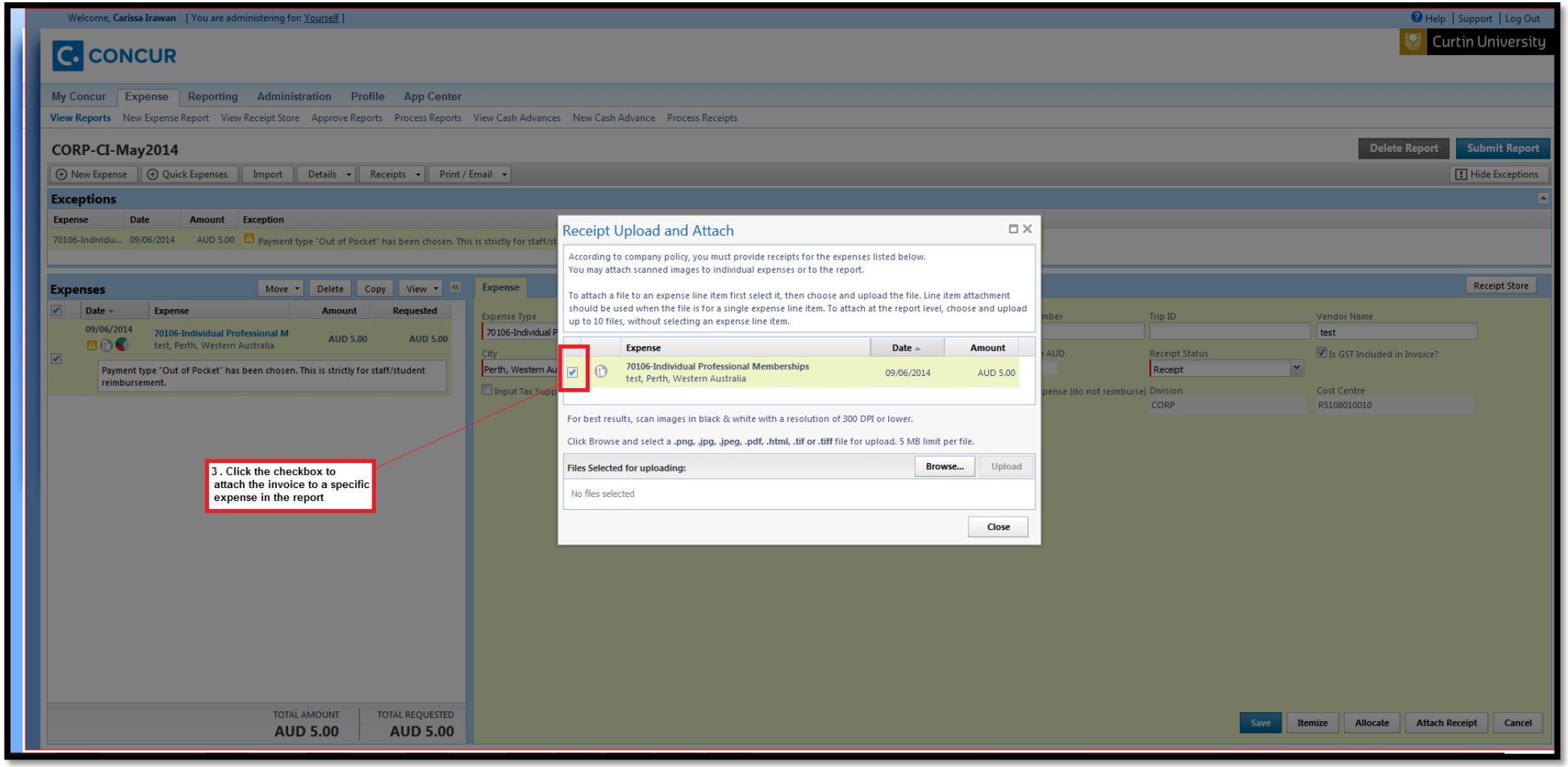
Once the allocation is complete you will see the symbol on your expense.

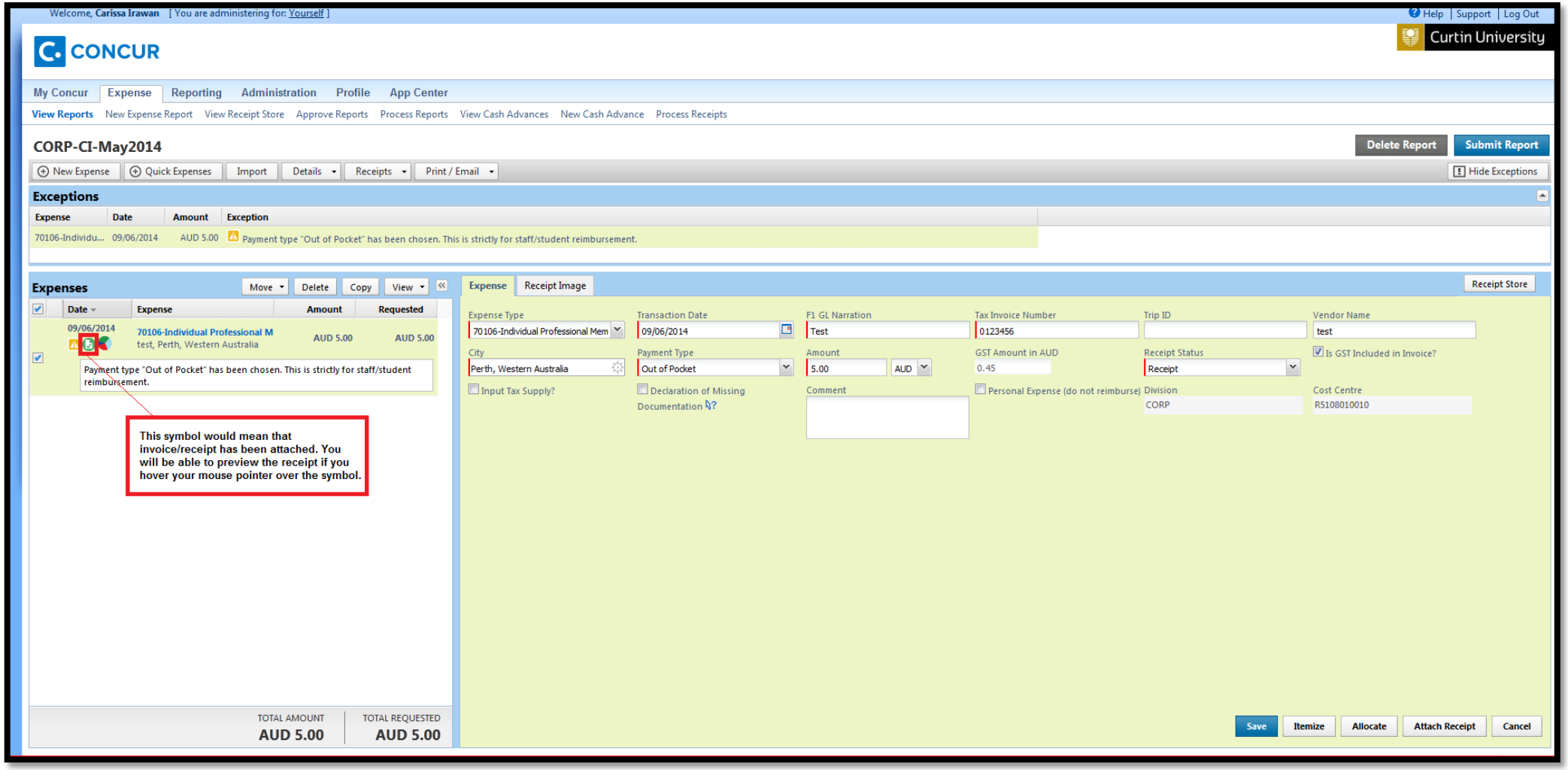
Attaching Receipts

Applies to:
Corporate card acquittals
Cash advance acquittals
Staff/student reimbursements

Once the report has been created and all the expenses assigned to the report have been made receipts will need to the attached before you can submit the report


1. Click here to attach receipts
2. The drop down box will appear. Select "Attach Receipt Images"
Receipts Required
View Receipts in new window
View Receipts in current window
Attach Receipt Images
View Receipt Store
Delete Receipt Images
CORP-FS-DISPUTE- F VALLINI-2013
TOTAL AMOUNT AUD -63.00
TOTAL REQUESTED AUD -63.00

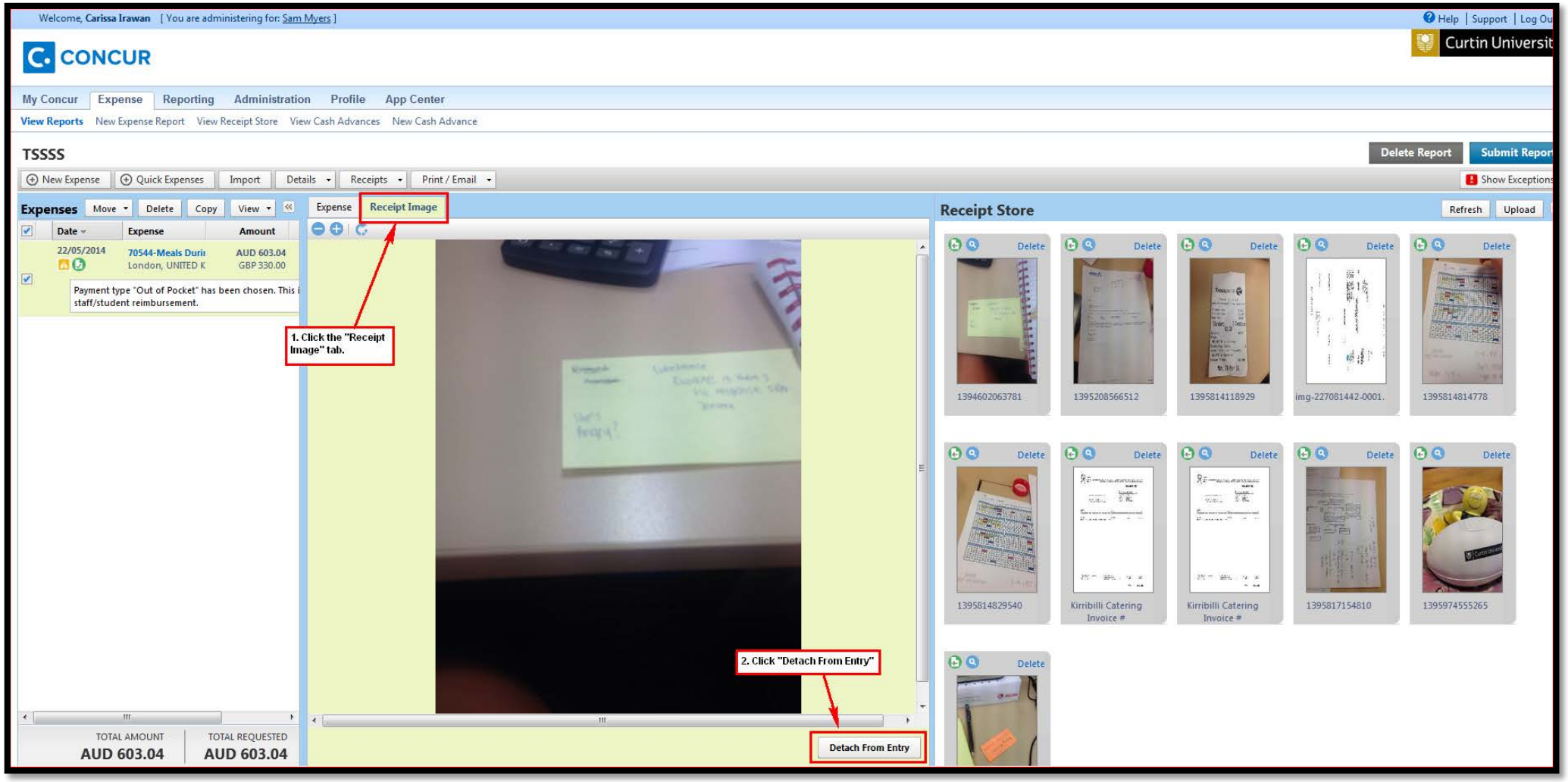

Welcome, Carissa Irawan [You are administering for: Yourself]
Help | Support | Log Out
CONCUR
Curtin University
My Concur | Expense | Reporting | Administration | Profile | App Center
View Reports | New Expense Report | View Receipt Store | Approve Reports | Process Reports | View Cash Advances | New Cash Advance | Process Receipts
CORP-CI-May2014
Delete Report | Submit Report
New Expense | Quick Expenses | Import | Details | Receipts | Print / Email | Hide Exceptions
Exceptions
Expense | Date | Amount | Exception
70106-Individu... | 09/06/2014 | AUD 5.00 | Payment type "Out of Pocket" has been chosen. This is strictly for staff/st
Expenses
Move | Delete | Copy | View
Date | Expense | Amount | Requested
09/06/2014 | 70106-Individual Professional M | test, Perth, Western Australia | AUD 5.00 | AUD 5.00
Payment type "Out of Pocket" has been chosen. This is strictly for staff/student reimbursement.
TOTAL AMOUNT AUD 5.00
TOTAL REQUESTED AUD 5.00
Expense
Expense Type
70106-Individual P
City
Perth, Western Au
Input Tax Supp
Receipt Store
Trip ID
Vendor Name
test
Receipt Status
Receipt
Is GST Included in Invoice?
Division
CORP
Cost Centre
R5108010010
Save | Itemize | Allocate | Attach Receipt | Cancel
Receipt Upload and Attach
According to company policy, you must provide receipts for the expenses listed below.
You may attach scanned images to individual expenses or to the report.
To attach a file to an expense line item first select it, then choose and upload the file. Line item attachment should be used when the file is for a single expense line item. To attach at the report level, choose and upload up to 10 files, without selecting an expense line item.
Expense | Date | Amount
70106-Individual Professional Memberships
test, Perth, Western Australia
09/06/2014
AUD 5.00
For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.
Files Selected for uploading:
Browse...
Upload
No files selected
Close
3 . Click the checkbox to attach the invoice to a specific expense in the report


Welcome, Carissa Irawan [You are administering for: Yourself]
Help | Support | Log Out
CONCUR
Curtin University
My Concur | Expense | Reporting | Administration | Profile | App Center
View Reports | New Expense Report | View Receipt Store | Approve Reports | Process Reports | View Cash Advances | New Cash Advance | Process Receipts
CORP-CI-May2014
Delete Report
Submit Report
New Expense | Quick Expenses | Import | Details | Receipts | Print / Email
Hide Exceptions
Exceptions
Expense | Date | Amount | Exception
70106-Individu... | 09/06/2014 | AUD 5.00 | Payment type "Out of Pocket" has been chosen. This is strictly for staff/student reimbursement.
Expenses
Move | Delete | Copy | View
Date | Expense | Amount | Requested
09/06/2014
70106-Individual Professional M
test, Perth, Western Australia
AUD 5.00
AUD 5.00
Payment type "Out of Pocket" has been chosen. This is strictly for staff/student reimbursement.
This symbol would mean that invoice/receipt has been attached. You will be able to preview the receipt if you hover your mouse pointer over the symbol.
TOTAL AMOUNT
AUD 5.00
TOTAL REQUESTED
AUD 5.00
Expense
Receipt Image
Receipt Store
Expense Type
70106-Individual Professional Mem
Transaction Date
09/06/2014
F1 GL Narration
Test
Tax Invoice Number
0123456
Trip ID
Vendor Name
test
City
Perth, Western Australia
Payment Type
Out of Pocket
Amount
5.00
AUD
GST Amount in AUD
0.45
Receipt Status
Receipt
Is GST Included in Invoice?
Input Tax Supply?
Declaration of Missing Documentation
Comment
Personal Expense (do not reimburse)
Division
CORP
Cost Centre
R5108010010
Save
Itemize
Allocate
Attach Receipt
Cancel

Detaching Receipts

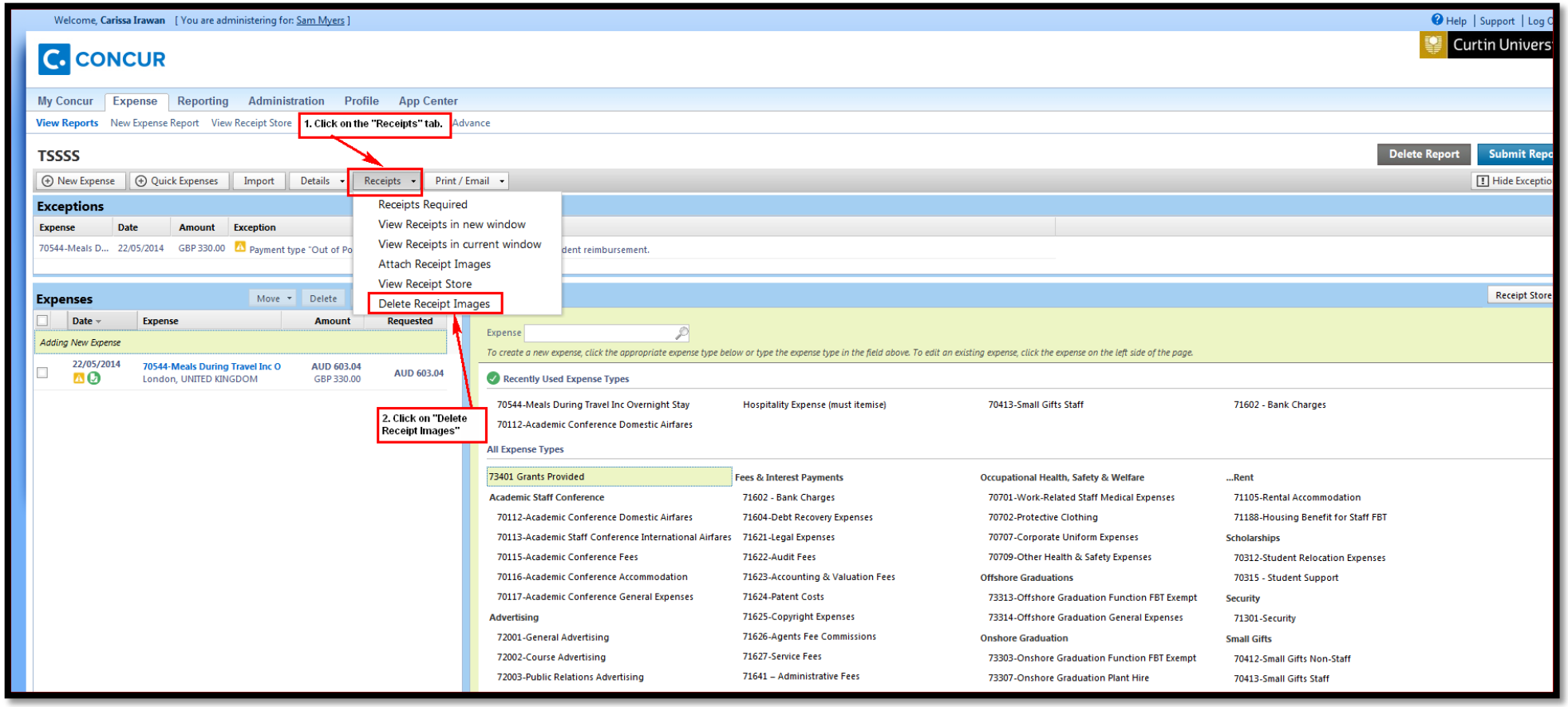
There are two ways to detach receipts in a Concur report.

(a) If receipts were attached to each individual expense, select the expense whose receipt you would like to detach first, then click on the **"Receipt Image"** tab, followed by **"Detach From Entry"**.



(b) If receipts were attached on the report level, simply click on the **"Details"** tab and then click **"Delete Receipt Images".**

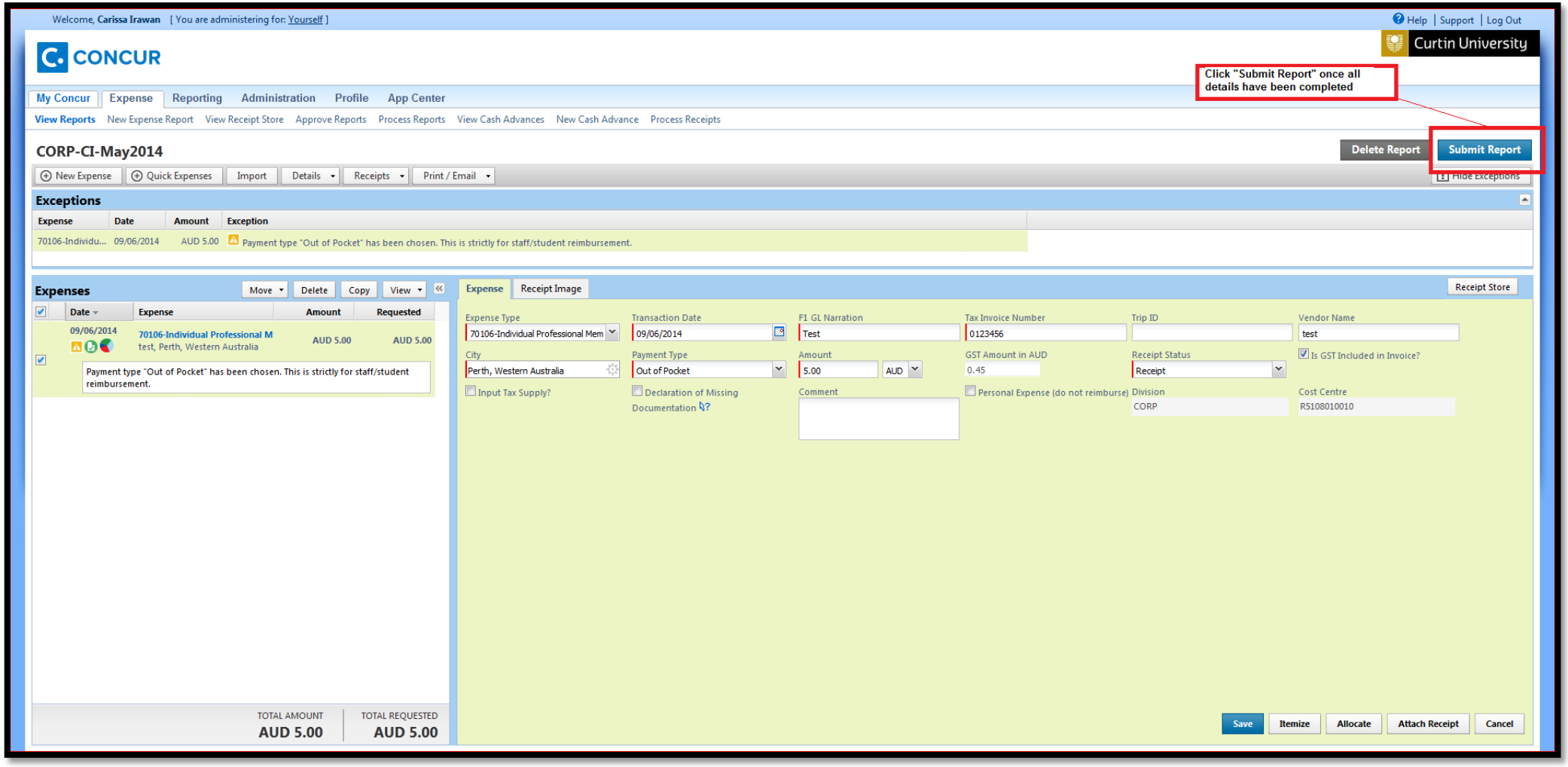
PLEASE NOTE: If you click "Delete Receipt Images", all other images that have been attached to this report will also be deleted.

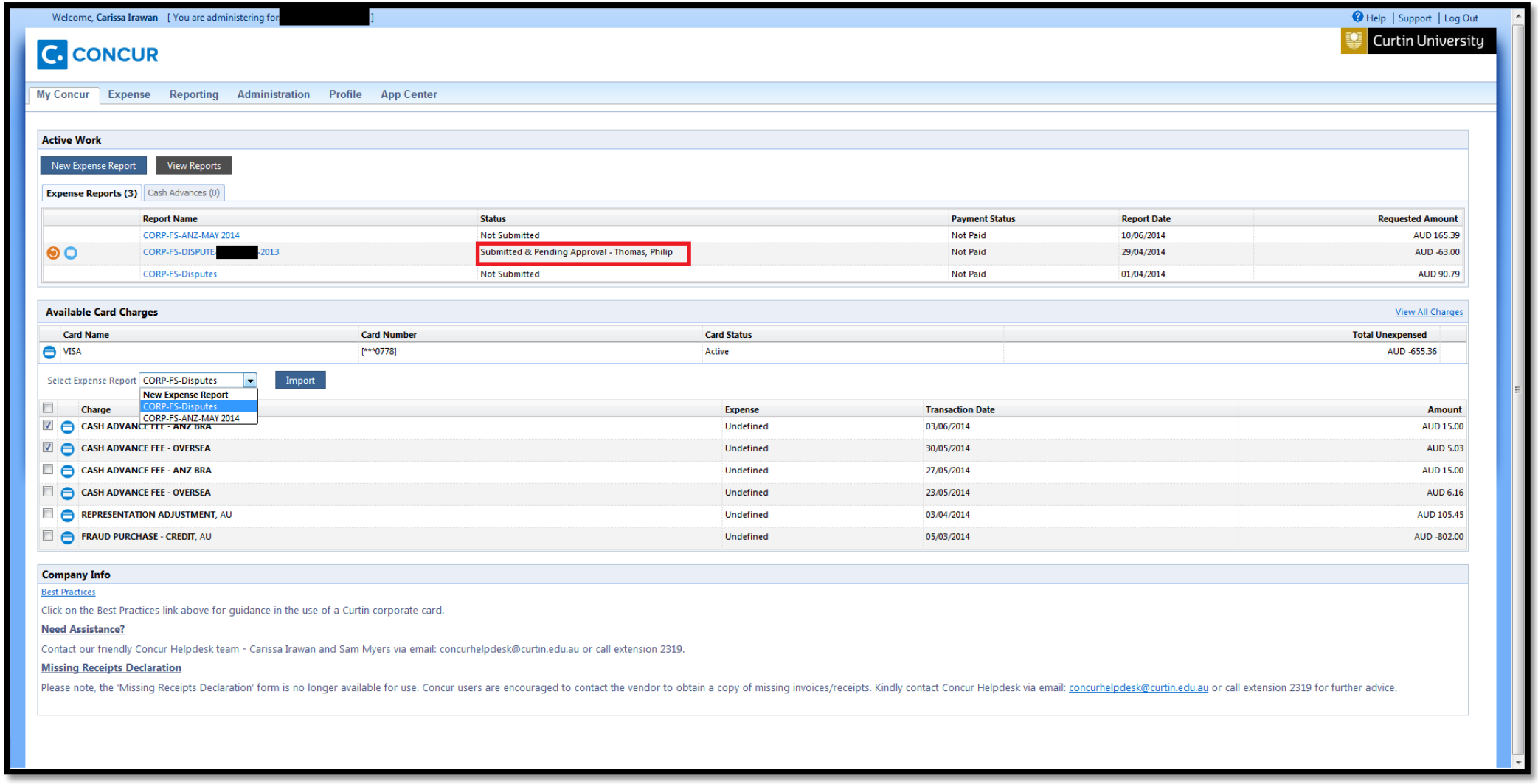


Submitting Report

Applies to:
Corporate card acquittals
Cash advance acquittals
Staff/student reimbursements

The report will go to the nominated approver when the staff member's Concur account was created.

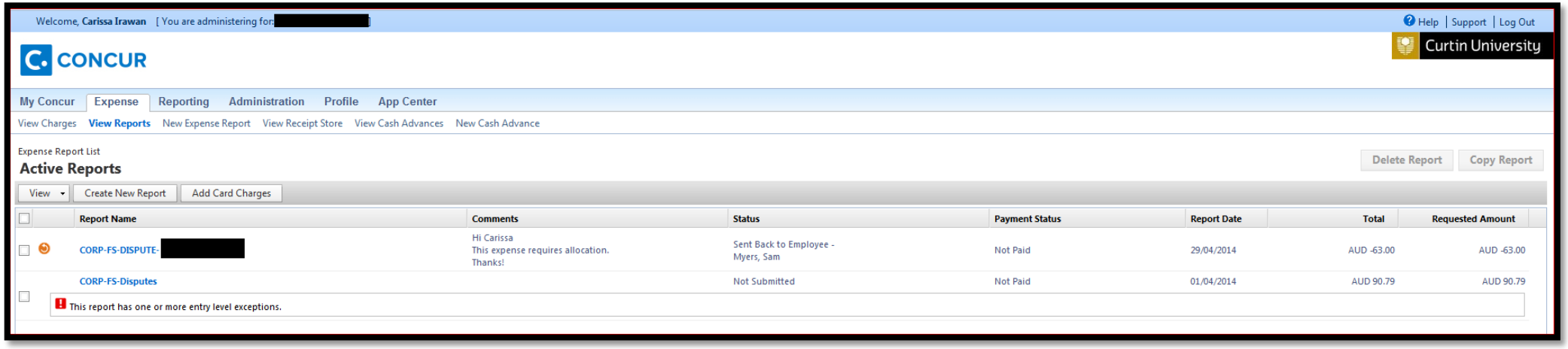



Welcome, Carissa Irawan [You are administering for [redacted]]
Help | Support | Log Out
CONCUR
Curtin University
My Concur | Expense | Reporting | Administration | Profile | App Center
Active Work
New Expense Report | View Reports
Expense Reports (3) | Cash Advances (0)
Report Name | Status | Payment Status | Report Date | Requested Amount
CORP-FS-ANZ-MAY 2014 | Not Submitted | Not Paid | 10/06/2014 | AUD 165.39
CORP-FS-DISPUTE-[redacted]-2013 | Submitted & Pending Approval - Thomas, Philip | Not Paid | 29/04/2014 | AUD -63.00
CORP-FS-Disputes | Not Submitted | Not Paid | 01/04/2014 | AUD 90.79
Available Card Charges
View All Charges
Card Name | Card Number | Card Status | Total Unexpensed
VISA | [***0778] | Active | AUD -655.36
Select Expense Report | CORP-FS-Disputes | Import
New Expense Report
CORP-FS-Disputes
CORP-FS-ANZ-MAY 2014
Charge | Expense | Transaction Date | Amount
CASH ADVANCE FEE - ANZ BRA | Undefined | 03/06/2014 | AUD 15.00
CASH ADVANCE FEE - OVERSEA | Undefined | 30/05/2014 | AUD 5.03
CASH ADVANCE FEE - ANZ BRA | Undefined | 27/05/2014 | AUD 15.00
CASH ADVANCE FEE - OVERSEA | Undefined | 23/05/2014 | AUD 6.16
REPRESENTATION ADJUSTMENT, AU | Undefined | 03/04/2014 | AUD 105.45
FRAUD PURCHASE - CREDIT, AU | Undefined | 05/03/2014 | AUD -802.00
Company Info
Best Practices
Click on the Best Practices link above for guidance in the use of a Curtin corporate card.
Need Assistance?
Contact our friendly Concur Helpdesk team - Carissa Irawan and Sam Myers via email: concurhelpdesk@curtin.edu.au or call extension 2319.
Missing Receipts Declaration
Please note, the 'Missing Receipts Declaration' form is no longer available for use. Concur users are encouraged to contact the vendor to obtain a copy of missing invoices/receipts. Kindly contact Concur Helpdesk via email: concurhelpdesk@curtin.edu.au or call extension 2319 for further advice.

The status of the report that has been submitted for approval will change from “Not Submitted” to “Submitted & Pending Approval – [Approver’s Name]”.

Returned Report

Applies to:
Corporate card acquittals
Cash advance acquittals
Staff/student reimbursements


Welcome, Carissa Irawan [You are administering for: [redacted]
Help | Support | Log Out
CONCUR
Curtin University
My Concur | Expense | Reporting | Administration | Profile | App Center
View Charges | View Reports | New Expense Report | View Receipt Store | View Cash Advances | New Cash Advance
Expense Report List
Active Reports
Delete Report | Copy Report
View | Create New Report | Add Card Charges
Report Name | Comments | Status | Payment Status | Report Date | Total | Requested Amount
CORP-FS-DISPUTE- [redacted]
Hi Carissa
This expense requires allocation.
Thanks!
Sent Back to Employee - Myers, Sam
Not Paid
29/04/2014
AUD -63.00
AUD -63.00
CORP-FS-Disputes
Not Submitted
Not Paid
01/04/2014
AUD 90.79
AUD 90.79
This report has one or more entry level exceptions.

When a report has been returned to you the symbol will appear next to the report name. The status of the expense report will also change to "Sent Back to Employee – [Approver's Name]"

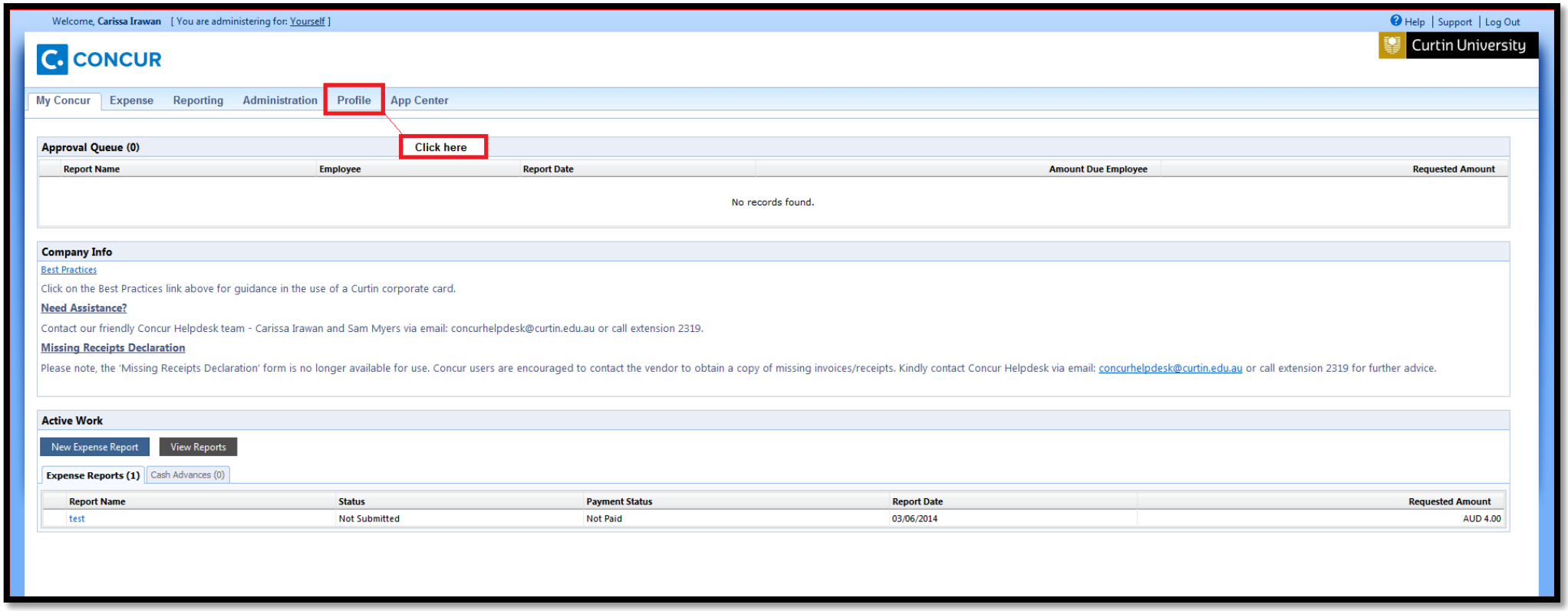
There are several reasons as to why an expense report would be sent back the most common reasons being;

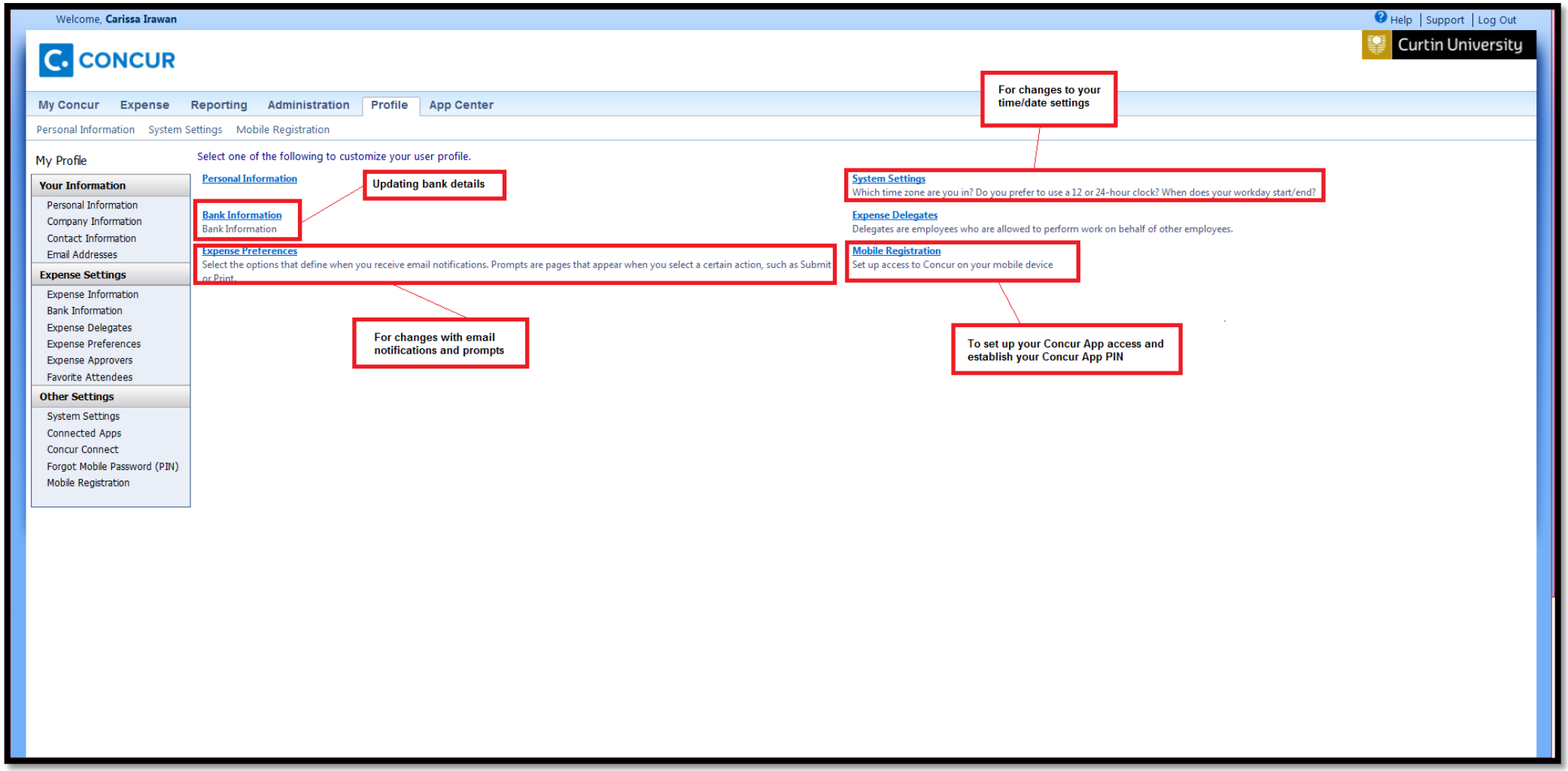
- A valid tax invoice/receipt was not attached
- An incorrect line item or cost centre was used
- Insufficient details for an expense

If you direct the mouse pointer over the comment symbol it will display the comments left by other users. This should outline the reason why the report was returned which should be rectified before resubmitting.

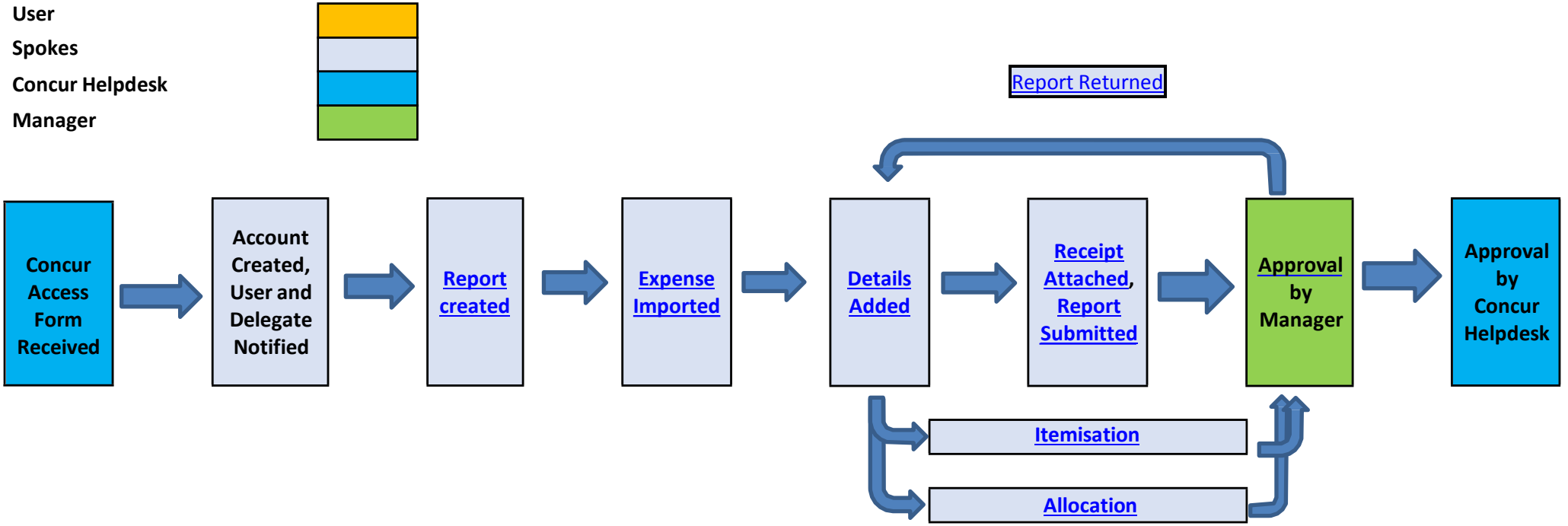
Updating personal details/settings

In order to update your personal details or settings please follow the instructions below.


Welcome, Carissa Irawan [You are administering for: Yourself]
Help | Support | Log Out
CONCUR
Curtin University
My Concur
Expense
Reporting
Administration
Profile
App Center
Click here
Approval Queue (0)
Report Name
Employee
Report Date
Amount Due Employee
Requested Amount
No records found.
Company Info
Best Practices
Click on the Best Practices link above for guidance in the use of a Curtin corporate card.
Need Assistance?
Contact our friendly Concur Helpdesk team - Carissa Irawan and Sam Myers via email: concurhelpdesk@curtin.edu.au or call extension 2319.
Missing Receipts Declaration
Please note, the 'Missing Receipts Declaration' form is no longer available for use. Concur users are encouraged to contact the vendor to obtain a copy of missing invoices/receipts. Kindly contact Concur Helpdesk via email: concurhelpdesk@curtin.edu.au or call extension 2319 for further advice.
Active Work
New Expense Report
View Reports
Expense Reports (1)
Cash Advances (0)
Report Name
Status
Payment Status
Report Date
Requested Amount
test
Not Submitted
Not Paid
03/06/2014
AUD 4.00


Welcome, Carissa Irawan
Help | Support | Log Out
CONCUR
Curtin University
My Concur
Expense
Reporting
Administration
Profile
App Center
Personal Information
System Settings
Mobile Registration
My Profile
Select one of the following to customize your user profile.
Your Information
Personal Information
Company Information
Contact Information
Email Addresses
Expense Settings
Expense Information
Bank Information
Expense Delegates
Expense Preferences
Expense Approvers
Favorite Attendees
Other Settings
System Settings
Connected Apps
Concur Connect
Forgot Mobile Password (PIN)
Mobile Registration
Personal Information
Bank Information
Bank Information
Expense Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
Expense Delegates
Delegates are employees who are allowed to perform work on behalf of other employees.
Mobile Registration
Set up access to Concur on your mobile device
Updating bank details
For changes with email notifications and prompts
For changes to your time/date settings
To set up your Concur App access and establish your Concur App PIN

Concur Corporate Card Flowchart

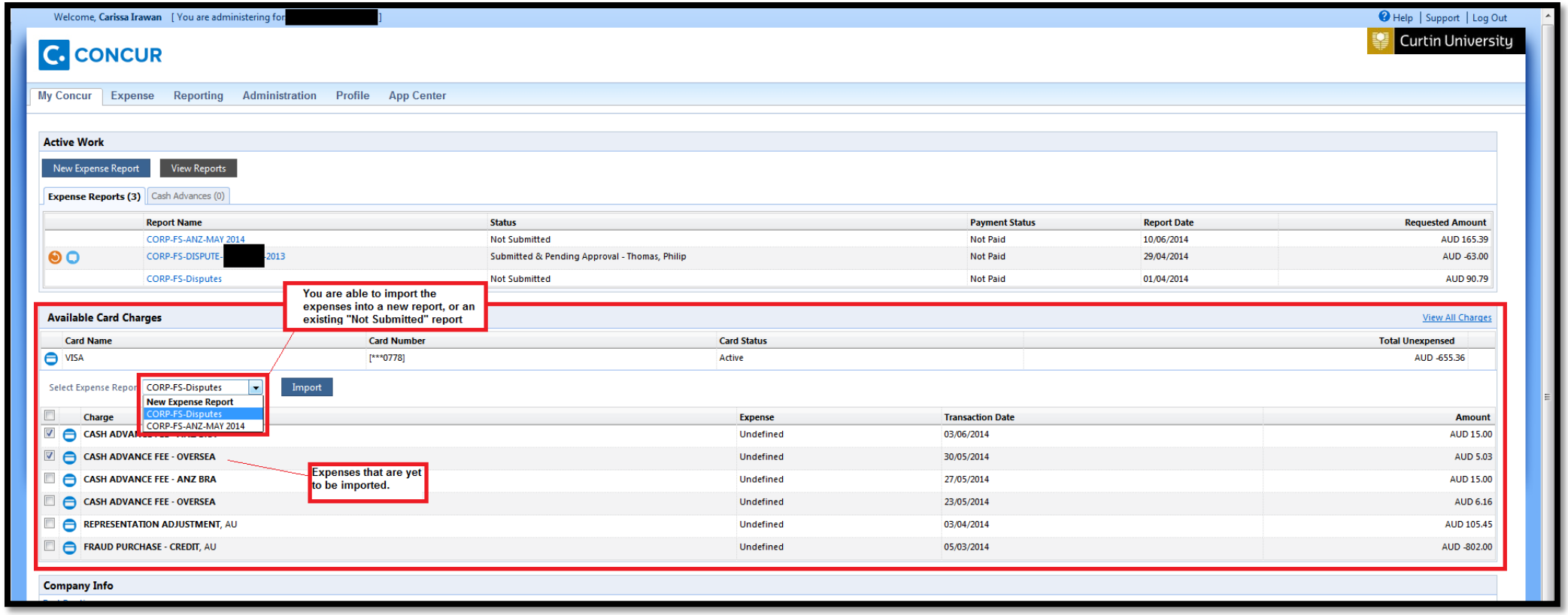


Importing/Inserting Visa Transactions into a Report

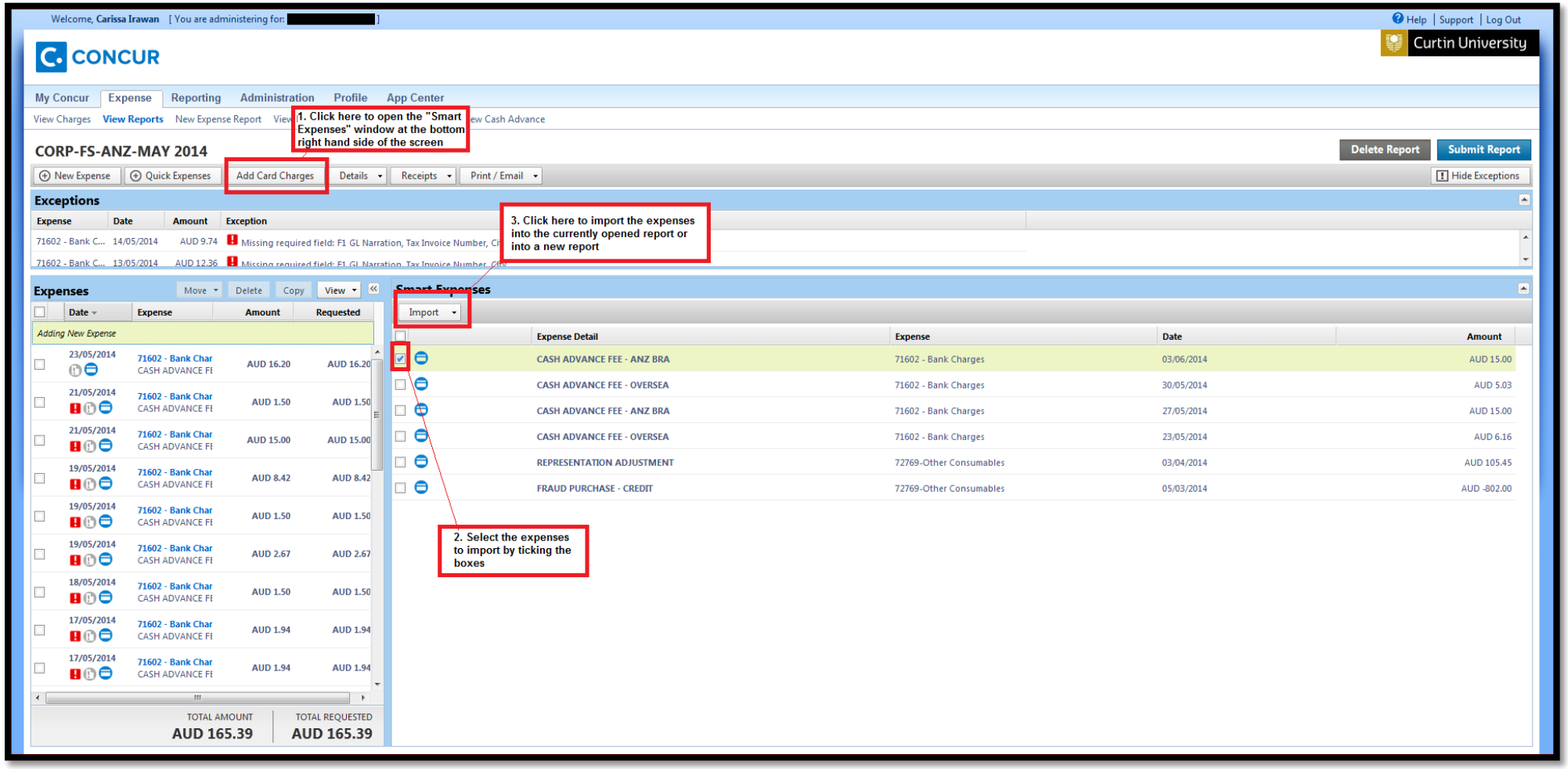
You would firstly need to access your cardholder's Concur account before you can acquit their corporate card transaction. Click here for instructions on how you can access your cardholder's Concur account as a delegate.

You will need to import or insert the transactions you are wishing to acquit into a report. There are two ways you can do this, either by: (a) Importing the expenses from the home screen as seen below or you can (b) import them when you are already have a report open.

(a)


Welcome, Carissa Irawan [You are administering for [redacted]]
Help | Support | Log Out
CONCUR
Curtin University
My Concur | Expense | Reporting | Administration | Profile | App Center
Active Work
New Expense Report | View Reports
Expense Reports (3) | Cash Advances (0)
Report Name | Status | Payment Status | Report Date | Requested Amount
CORP-FS-ANZ-MAY 2014 | Not Submitted | Not Paid | 10/06/2014 | AUD 165.39
CORP-FS-DISPUTE-[redacted]2013 | Submitted & Pending Approval - Thomas, Philip | Not Paid | 29/04/2014 | AUD -63.00
CORP-FS-Disputes | Not Submitted | Not Paid | 01/04/2014 | AUD 90.79
You are able to import the expenses into a new report, or an existing "Not Submitted" report
Available Card Charges
View All Charges
Card Name | Card Number | Card Status | Total Unexpensed
VISA | [***0778] | Active | AUD -655.36
Select Expense Report
CORP-FS-Disputes
New Expense Report
CORP-FS-Disputes
CORP-FS-ANZ-MAY 2014
Import
Charge | Expense | Transaction Date | Amount
CASH ADVANCE FEE - OVERSEA | Undefined | 30/05/2014 | AUD 5.03
CASH ADVANCE FEE - ANZ BRA | Undefined | 27/05/2014 | AUD 15.00
CASH ADVANCE FEE - OVERSEA | Undefined | 23/05/2014 | AUD 6.16
REPRESENTATION ADJUSTMENT, AU | Undefined | 03/04/2014 | AUD 105.45
FRAUD PURCHASE - CREDIT, AU | Undefined | 05/03/2014 | AUD -802.00
Expenses that are yet to be imported.
Company Info

(b)

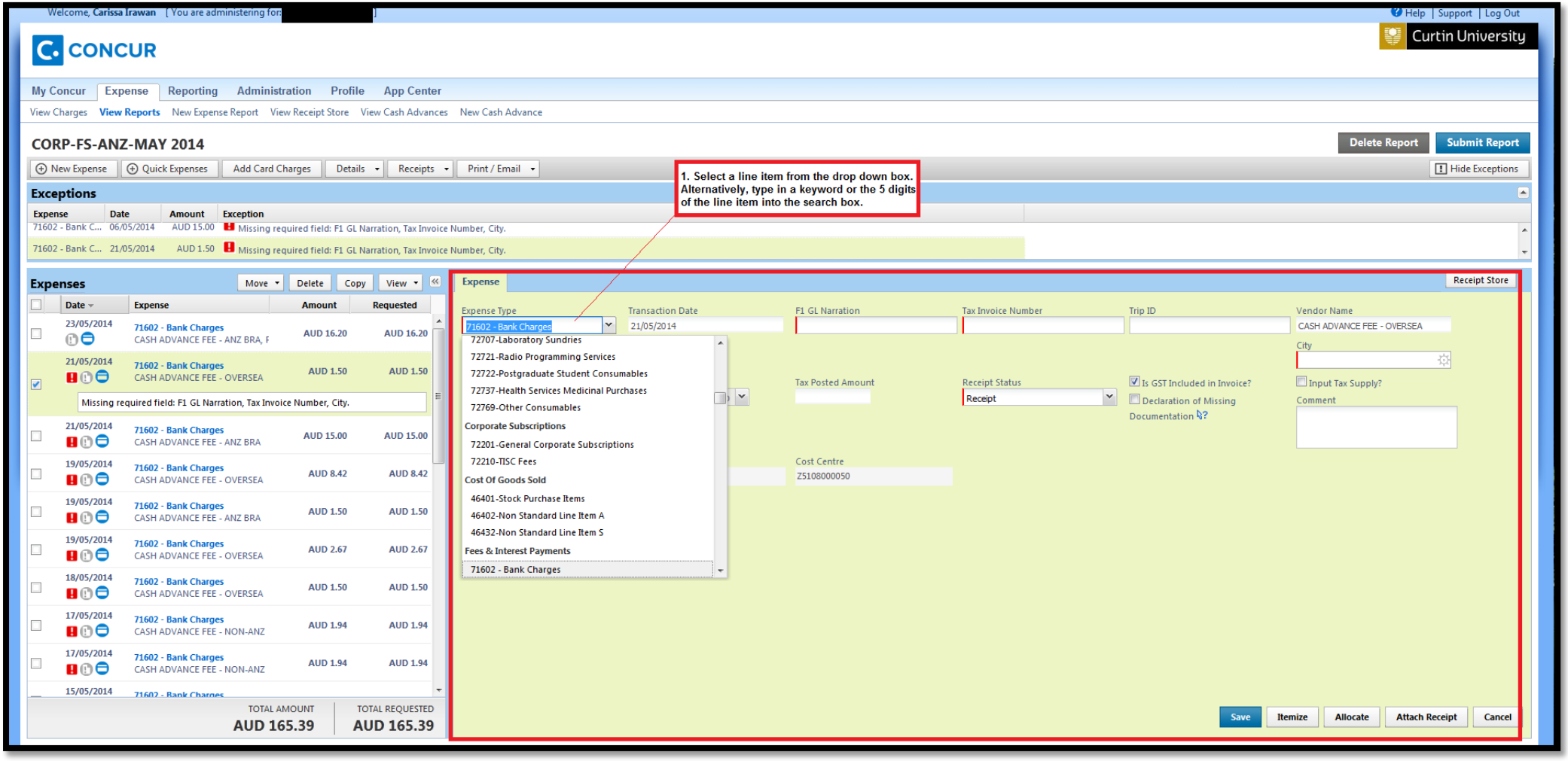

1. Click here to open the "Smart Expenses" window at the bottom right hand side of the screen
2. Select the expenses to import by ticking the boxes
3. Click here to import the expenses into the currently opened report or into a new report
CONCUR
Curtin University
CORP-FS-ANZ-MAY 2014
Delete Report
Submit Report
Add Card Charges
Exceptions
Expenses
Smart Expenses
Import
TOTAL AMOUNT
AUD 165.39
TOTAL REQUESTED
AUD 165.39

If you import the expenses into a new report, you will need to go through the report creation process (click here for more information on how to create a new expense report).

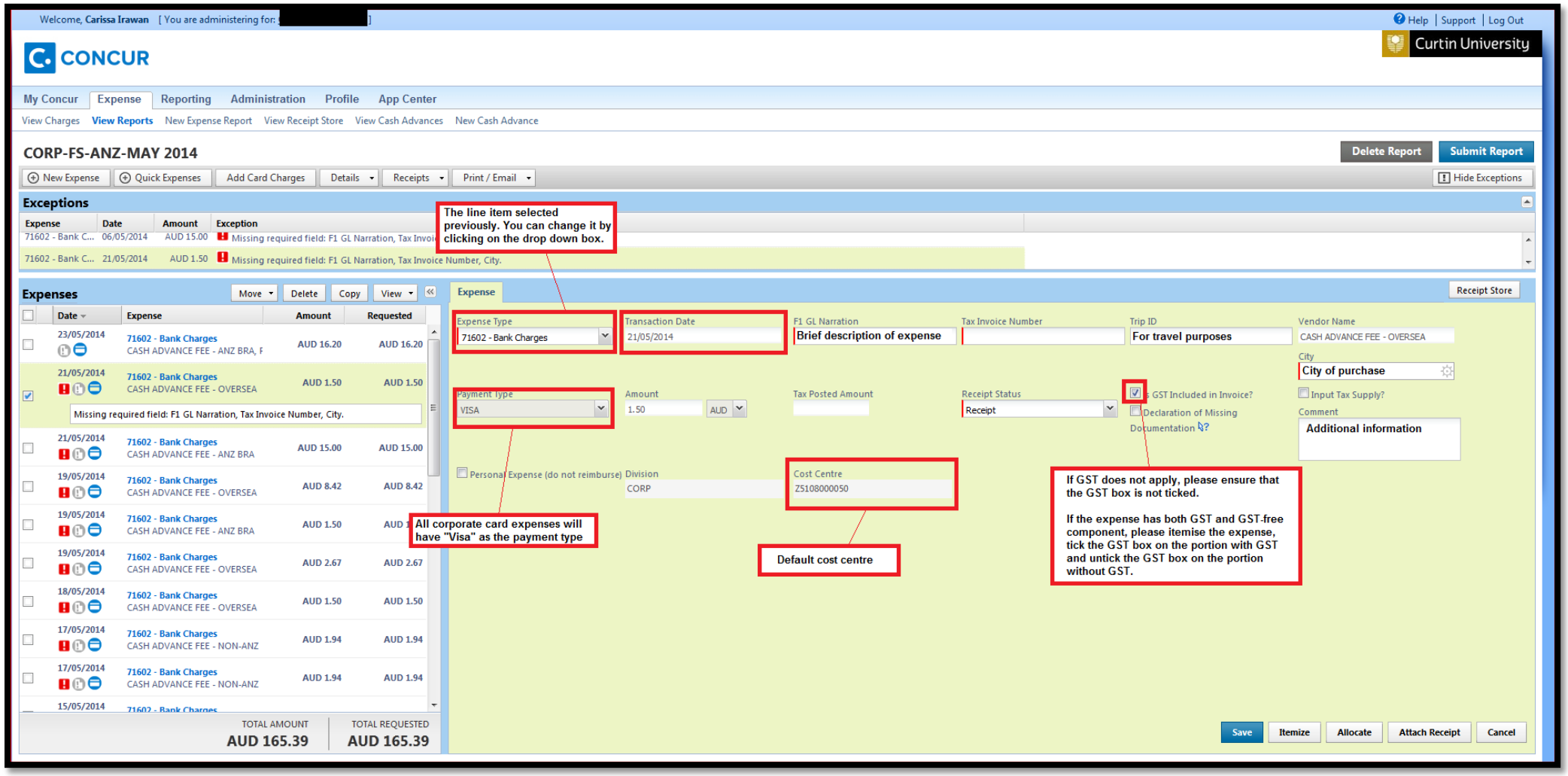
Adding Details

Once the transaction has been imported you will need to: (a) assign a line item and (b) enter the details of the expense.

(a)

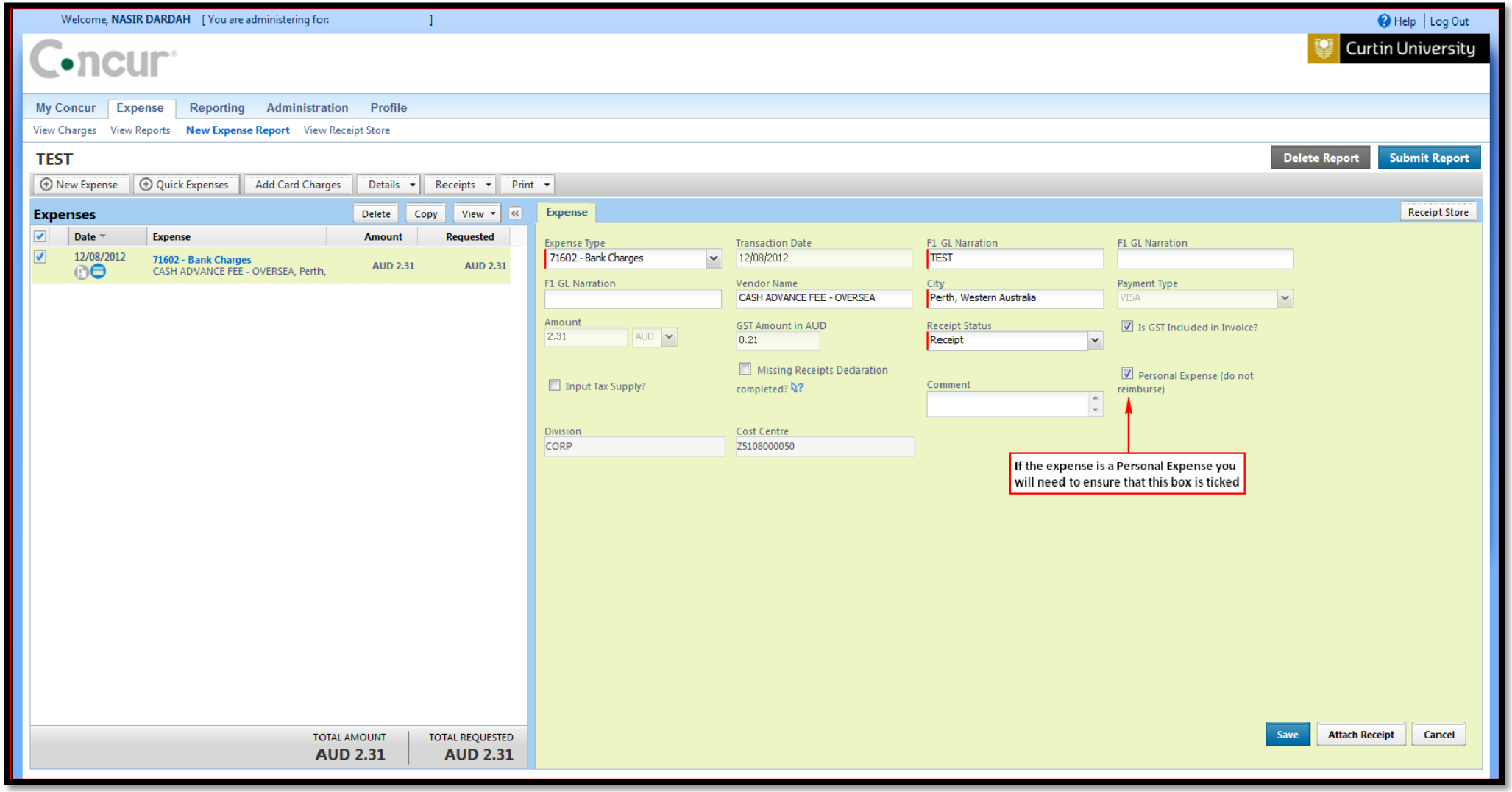


(b)


Welcome, Carissa Irawan [You are administering for: [redacted]]
Help | Support | Log Out
CONCUR
Curtin University
My Concur | Expense | Reporting | Administration | Profile | App Center
View Charges | View Reports | New Expense Report | View Receipt Store | View Cash Advances | New Cash Advance
CORP-FS-ANZ-MAY 2014
Delete Report | Submit Report
New Expense | Quick Expenses | Add Card Charges | Details | Receipts | Print / Email | Hide Exceptions
Exceptions
Expense | Date | Amount | Exception
71602 - Bank C... 06/05/2014 AUD 15.00 Missing required field: F1 GL Narration, Tax Invoi
71602 - Bank C... 21/05/2014 AUD 1.50 Missing required field: F1 GL Narration, Tax Invoice Number, City.
The line item selected previously. You can change it by clicking on the drop down box.
Expenses
Move | Delete | Copy | View
Date | Expense | Amount | Requested
23/05/2014 71602 - Bank Charges CASH ADVANCE FEE - ANZ BRA, F AUD 16.20 AUD 16.20
21/05/2014 71602 - Bank Charges CASH ADVANCE FEE - OVERSEA AUD 1.50 AUD 1.50
Missing required field: F1 GL Narration, Tax Invoice Number, City.
21/05/2014 71602 - Bank Charges CASH ADVANCE FEE - ANZ BRA AUD 15.00 AUD 15.00
19/05/2014 71602 - Bank Charges CASH ADVANCE FEE - OVERSEA AUD 8.42 AUD 8.42
19/05/2014 71602 - Bank Charges CASH ADVANCE FEE - ANZ BRA AUD 1.50 AUD 1.50
19/05/2014 71602 - Bank Charges CASH ADVANCE FEE - OVERSEA AUD 2.67 AUD 2.67
18/05/2014 71602 - Bank Charges CASH ADVANCE FEE - OVERSEA AUD 1.50 AUD 1.50
17/05/2014 71602 - Bank Charges CASH ADVANCE FEE - NON-ANZ AUD 1.94 AUD 1.94
17/05/2014 71602 - Bank Charges CASH ADVANCE FEE - NON-ANZ AUD 1.94 AUD 1.94
15/05/2014 71602 - Bank Charges
TOTAL AMOUNT AUD 165.39
TOTAL REQUESTED AUD 165.39
Expense
Receipt Store
Expense Type: 71602 - Bank Charges
Transaction Date: 21/05/2014
F1 GL Narration: Brief description of expense
Tax Invoice Number:
Trip ID: For travel purposes
Vendor Name: CASH ADVANCE FEE - OVERSEA
City: City of purchase
Payment Type: VISA
Amount: 1.50 AUD
Tax Posted Amount:
Receipt Status: Receipt
GST Included in Invoice?
Declaration of Missing Documentation?
Input Tax Supply?
Comment: Additional information
Personal Expense (do not reimburse)
Division: CORP
Cost Centre: Z5108000050
All corporate card expenses will have "Visa" as the payment type
Default cost centre
If GST does not apply, please ensure that the GST box is not ticked.
If the expense has both GST and GST-free component, please itemise the expense, tick the GST box on the portion with GST and untick the GST box on the portion without GST.
Save | Itemize | Allocate | Attach Receipt | Cancel

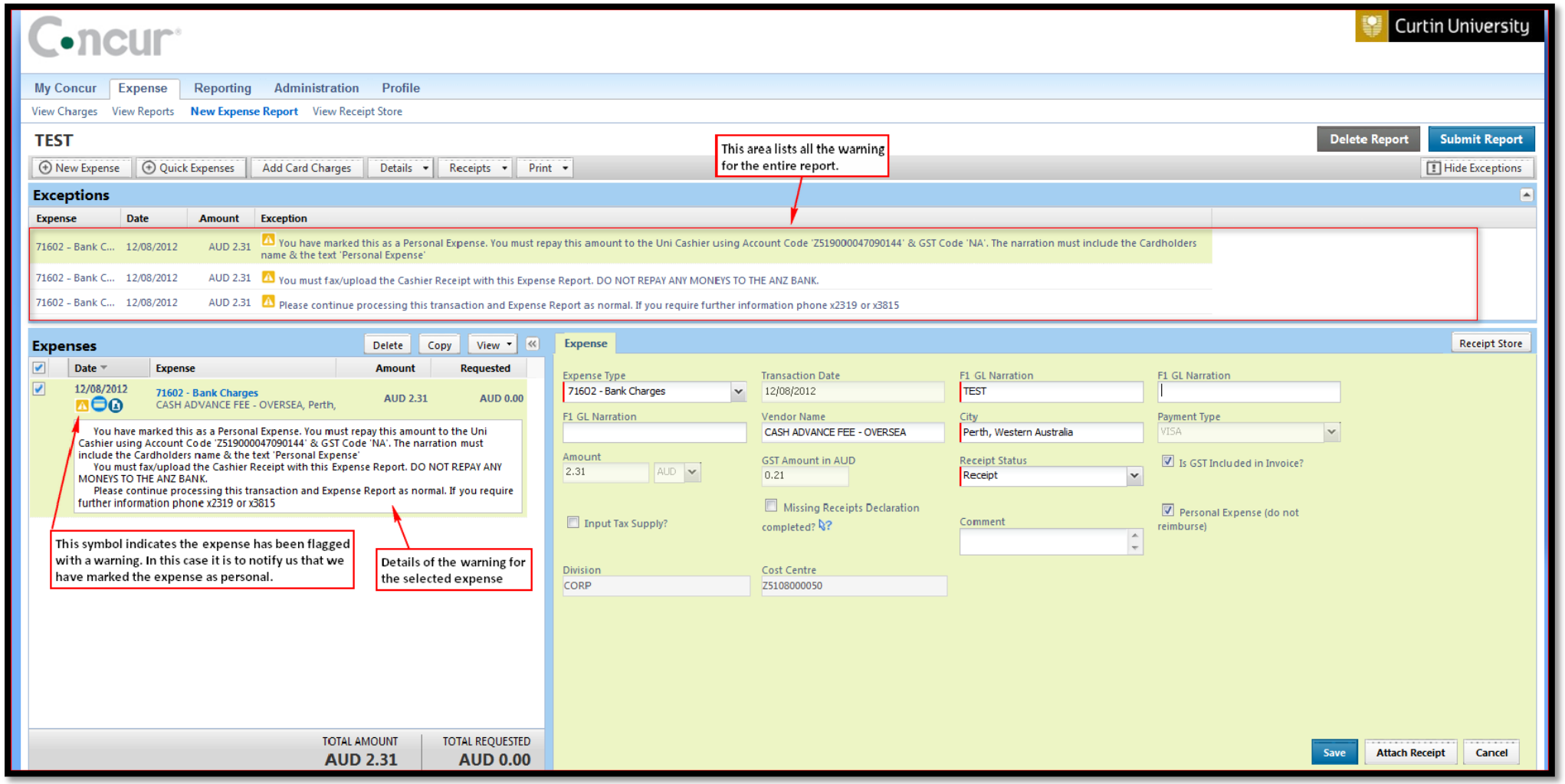
Repaying Personal Expenses

All personal expenses incurred on a corporate card must be repaid back to the university. In order to account for any personal expenses incurred by the cardholder, you will need to flag the corresponding expense on Concur by ticking the **"Personal Expense"** box. You will still need to complete the rest of the details for the expense as normal.

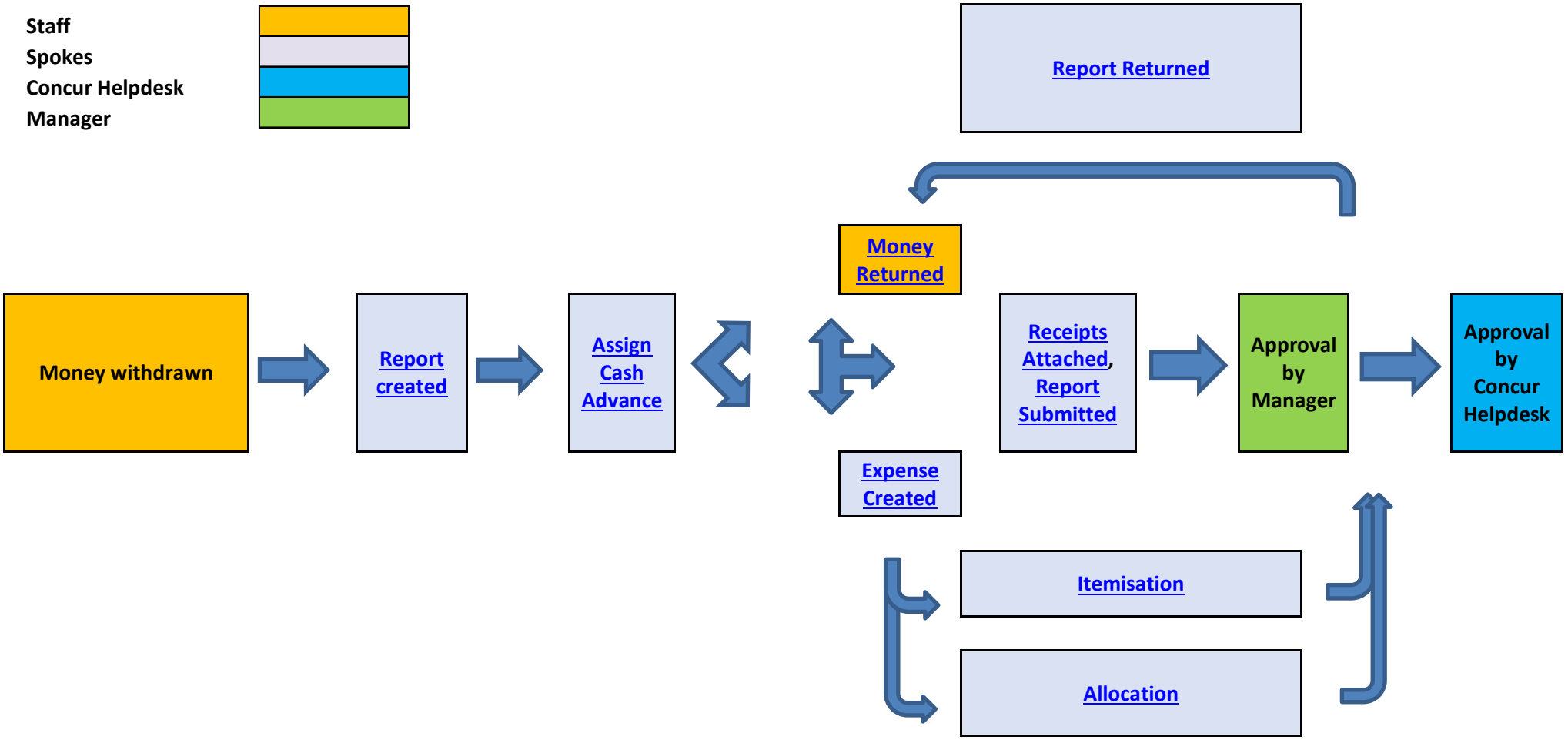


When you save the expense you will notice a warning symbol has appeared. You will need to ensure that the cardholder has paid the amount flagged as a personal expense to Cashiers with the details below. Attach the receipt you or the cardholder has received from Cashiers to the report.

Narrative: Personal Expense [Cardholder Name]
Amount: The amount of the "Personal Expense" in the expense report
Cost Centre: Z519000047090144
GST Code: NA

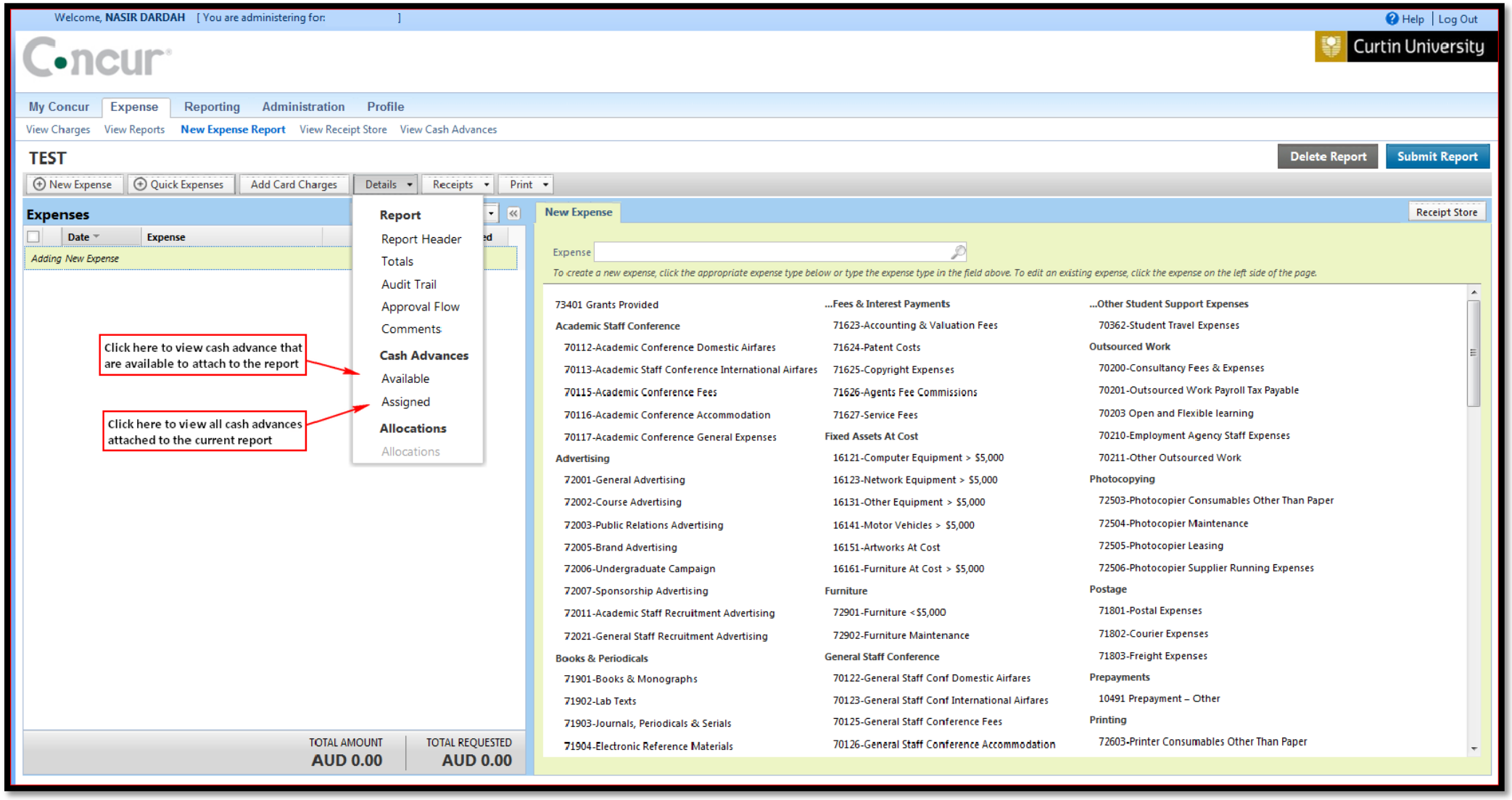

Concur
Curtin University
My Concur
Expense
Reporting
Administration
Profile
View Charges
View Reports
New Expense Report
View Receipt Store
TEST
Delete Report
Submit Report
New Expense
Quick Expenses
Add Card Charges
Details
Receipts
Print
Hide Exceptions
This area lists all the warning for the entire report.
Exceptions
Expense
Date
Amount
Exception
71602 - Bank C...
12/08/2012
AUD 2.31
You have marked this as a Personal Expense. You must repay this amount to the Uni Cashier using Account Code 'Z519000047090144' & GST Code 'NA'. The narration must include the Cardholders name & the text 'Personal Expense'
You must fax/upload the Cashier Receipt with this Expense Report. DO NOT REPAY ANY MONEYS TO THE ANZ BANK.
Please continue processing this transaction and Expense Report as normal. If you require further information phone x2319 or x3815
Expenses
Delete
Copy
View
Date
Expense
Amount
Requested
12/08/2012
71602 - Bank Charges
CASH ADVANCE FEE - OVERSEA, Perth,
AUD 2.31
AUD 0.00
You have marked this as a Personal Expense. You must repay this amount to the Uni Cashier using Account Code 'Z519000047090144' & GST Code 'NA'. The narration must include the Cardholders name & the text 'Personal Expense'
You must fax/upload the Cashier Receipt with this Expense Report. DO NOT REPAY ANY MONEYS TO THE ANZ BANK.
Please continue processing this transaction and Expense Report as normal. If you require further information phone x2319 or x3815
This symbol indicates the expense has been flagged with a warning. In this case it is to notify us that we have marked the expense as personal.
Details of the warning for the selected expense
TOTAL AMOUNT
AUD 2.31
TOTAL REQUESTED
AUD 0.00
Expense
Receipt Store
Expense Type
71602 - Bank Charges
Transaction Date
12/08/2012
F1 GL Narration
TEST
F1 GL Narration
F1 GL Narration
Vendor Name
CASH ADVANCE FEE - OVERSEA
City
Perth, Western Australia
Payment Type
VISA
Amount
2.31
AUD
GST Amount in AUD
0.21
Receipt Status
Receipt
Is GST Included in Invoice?
Missing Receipts Declaration completed?
Input Tax Supply?
Comment
Personal Expense (do not reimburse)
Division
CORP
Cost Centre
Z5108000050
Save
Attach Receipt
Cancel

Concur Cash Advance Acquittal Flowchart



Assign Cash Advance

In order to account for cash advances taken by a staff member you first need to create report (Instructions found here). You will need to attach the cash advance to the report this can be done by clicking on the **"Details"** button and clicking on **"Available"** in the drop down list.



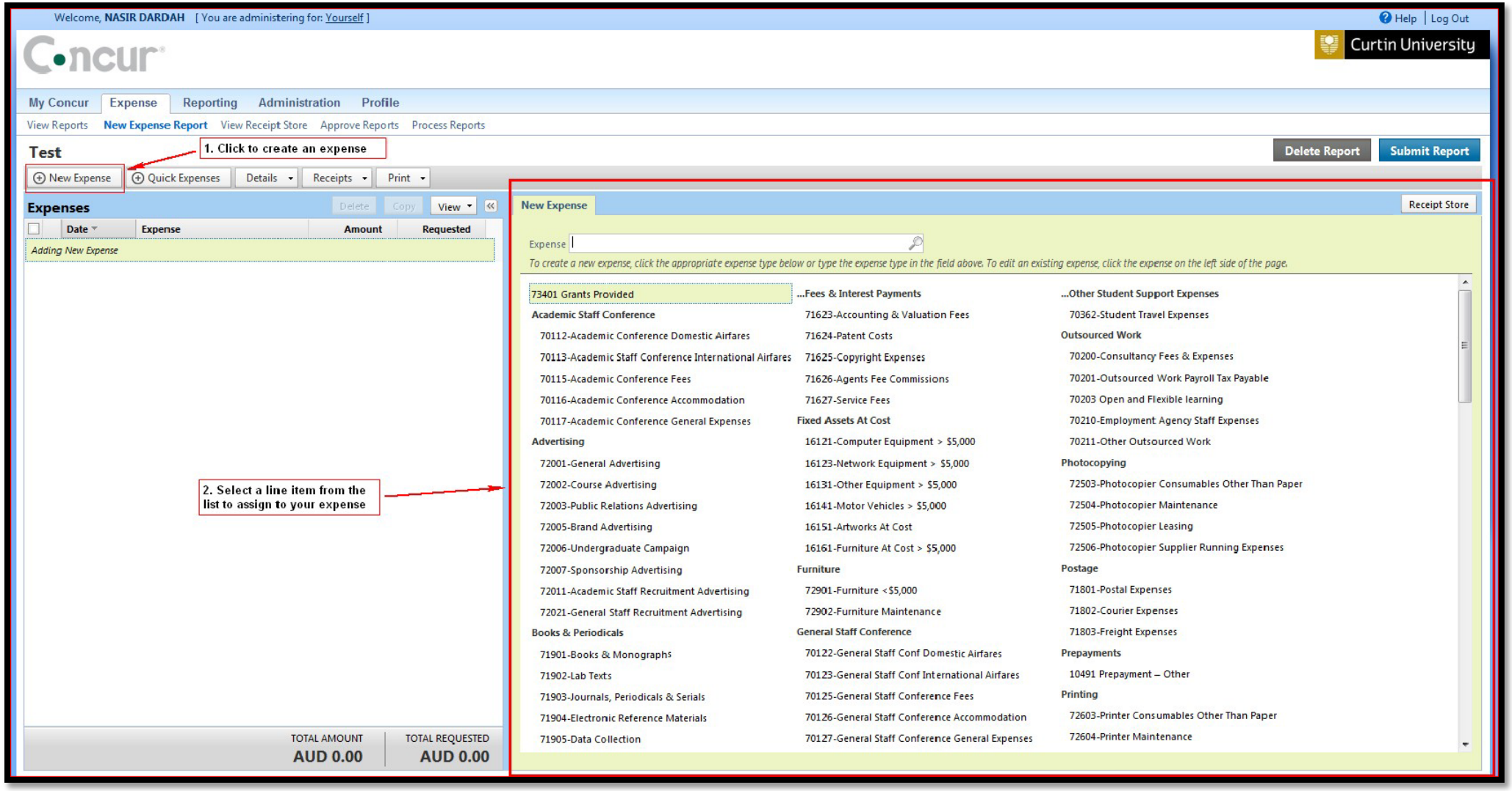
This will open up a new window where you can select from the available cash advances to attach to the report.

It is recommended that all cash advances attached to a single report be related to keep the report consistent. This applies to any other expenses included in the report.

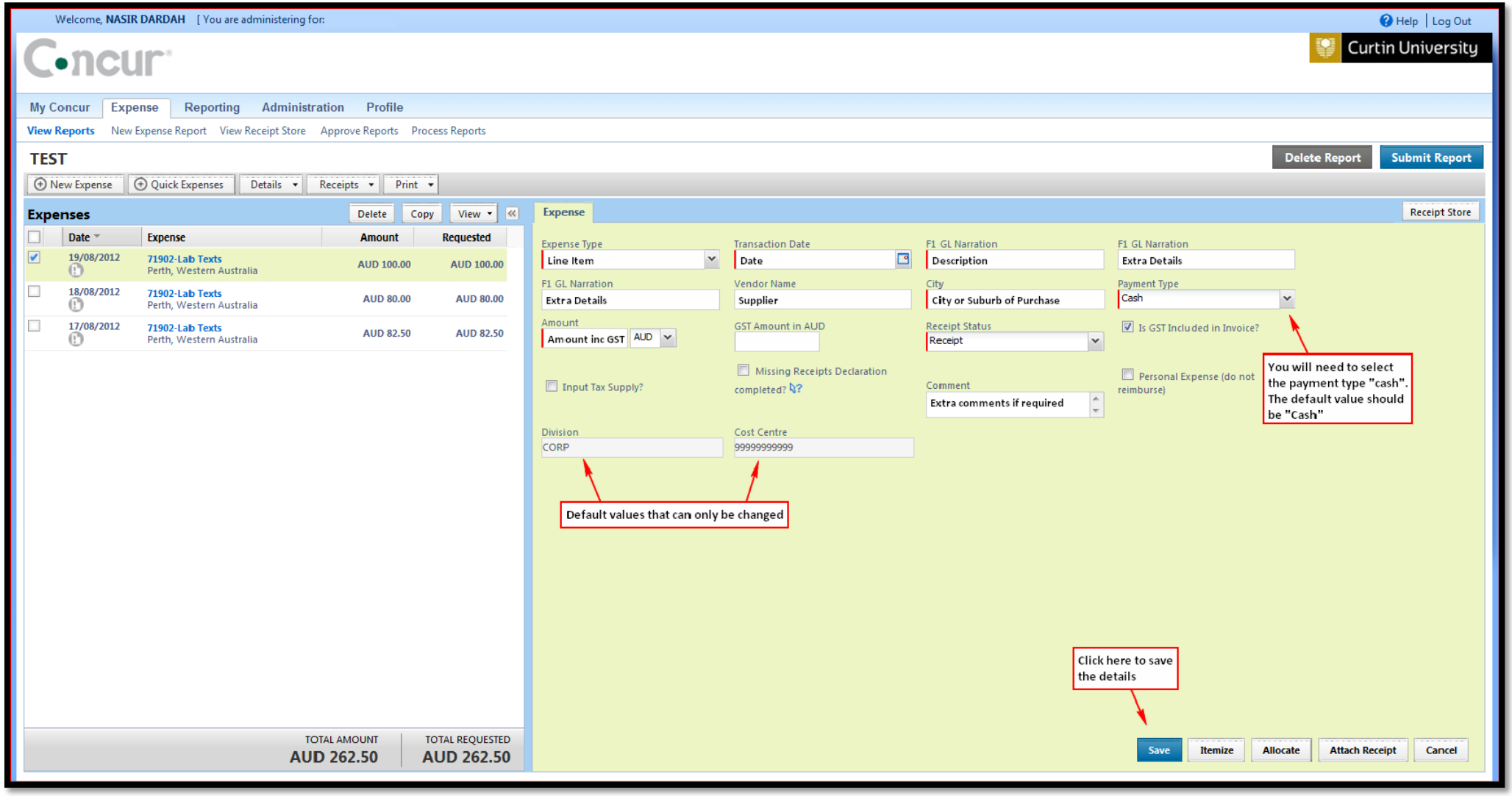
Any cash advances withdrawn by the staff member in a different currency will have the foreign currency amount and the conversion rate

Once you have attached your cash advance(s) you can create cash expenses to represent the transactions that the staff member has made with the cash advance.

In order to create cash expenses you will need to click on the “New Expense” button and select the relevant line item from the menu on the right.



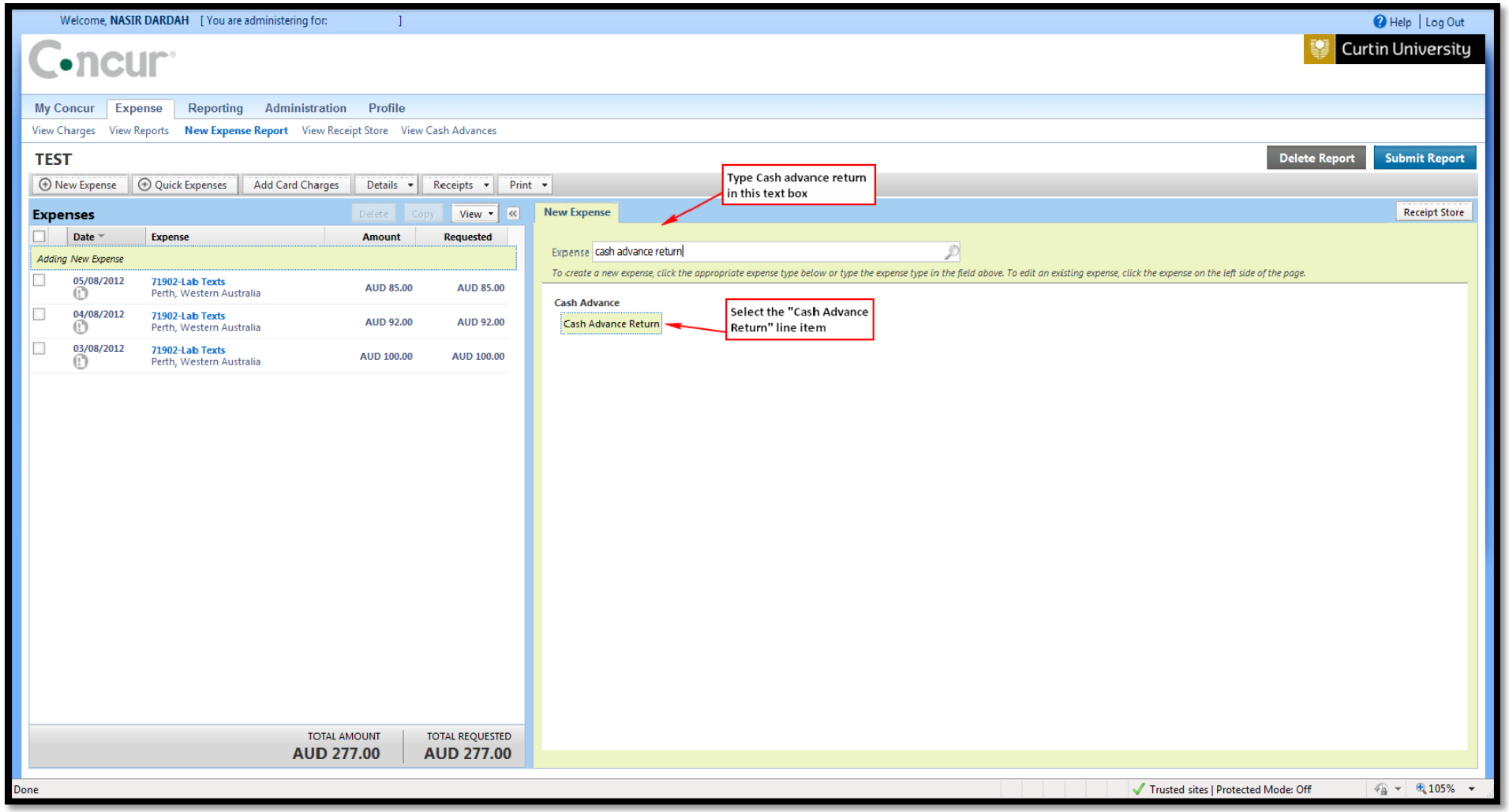
Complete the transaction details. When entering the transaction details, make sure that you have set the payment type as **"Cash"** and not "Out of Pocket".



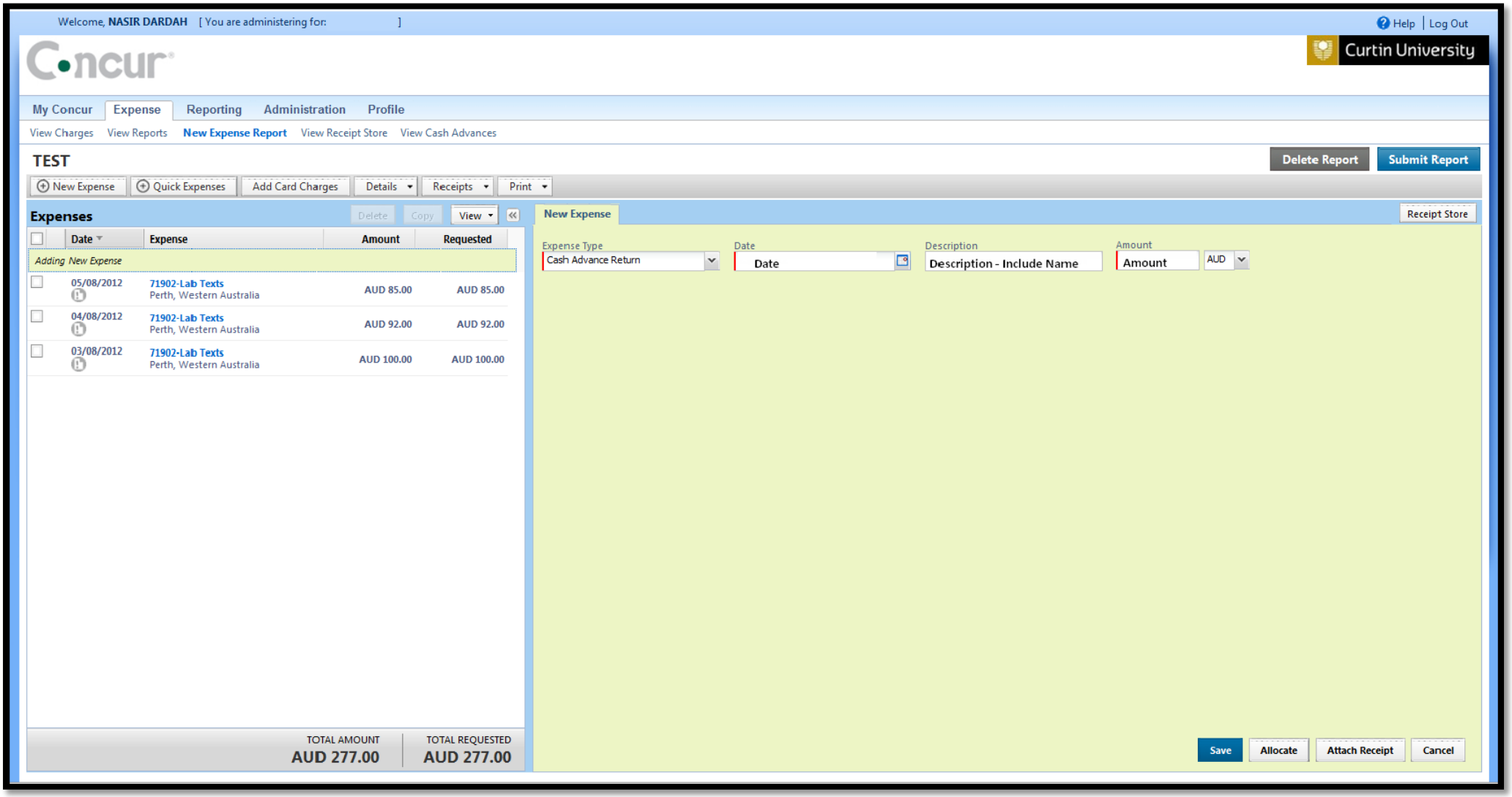
Returning Unspent Cash Advance

Often the entire amount of the cash advance may not be used by the staff member and the remainder will need to be returned to Curtin. In order to account for this you will need to create an expense with the line item **"Cash Advance Return"**.

NOTE: Cardholders should be encouraged to convert any unspent foreign amounts back to Australian Dollars, as all foreign (FX) deposits into the Curtin bank account will require Financial Services authorisation to process the deposit at the Bankwest branch.

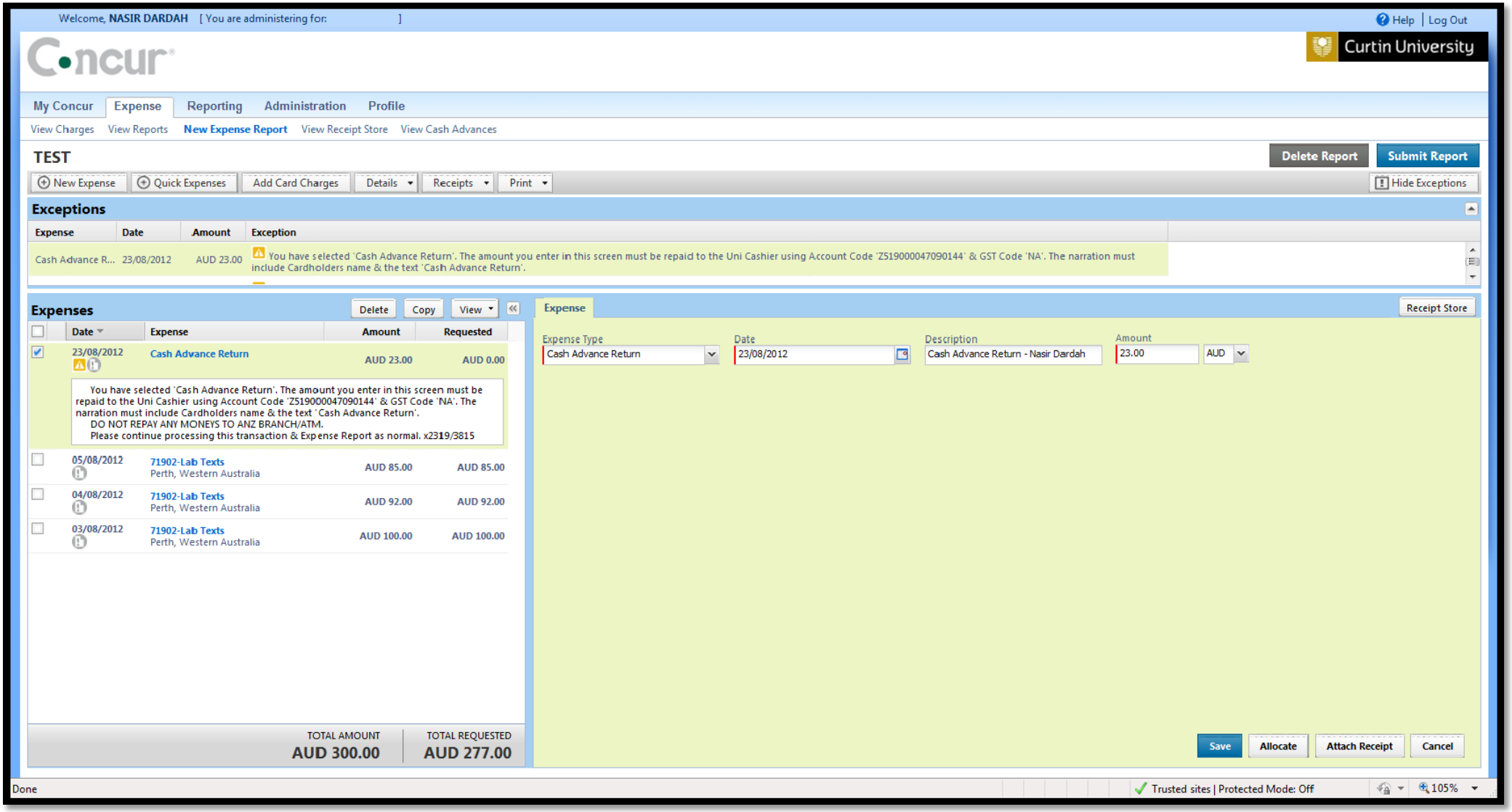


You will need to complete the details as below, it is important to have the description include the staff member's name.

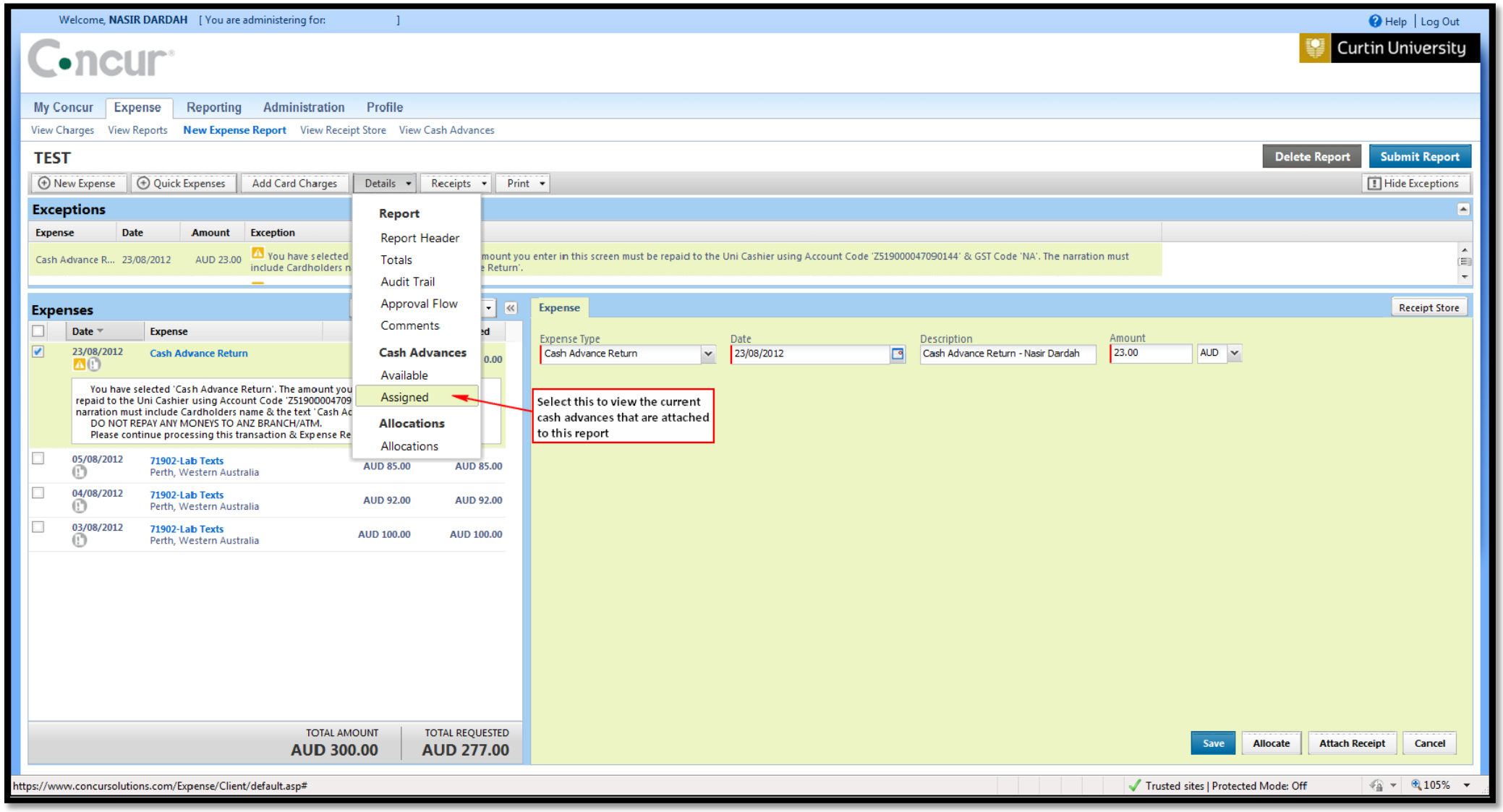


IMPORTANT
When you have completed your cash advance report if you had a cash advance return you will notice a warning symbol has appeared. Please ensure that the cash advance return amount equals to what has been paid to the Cashiers.

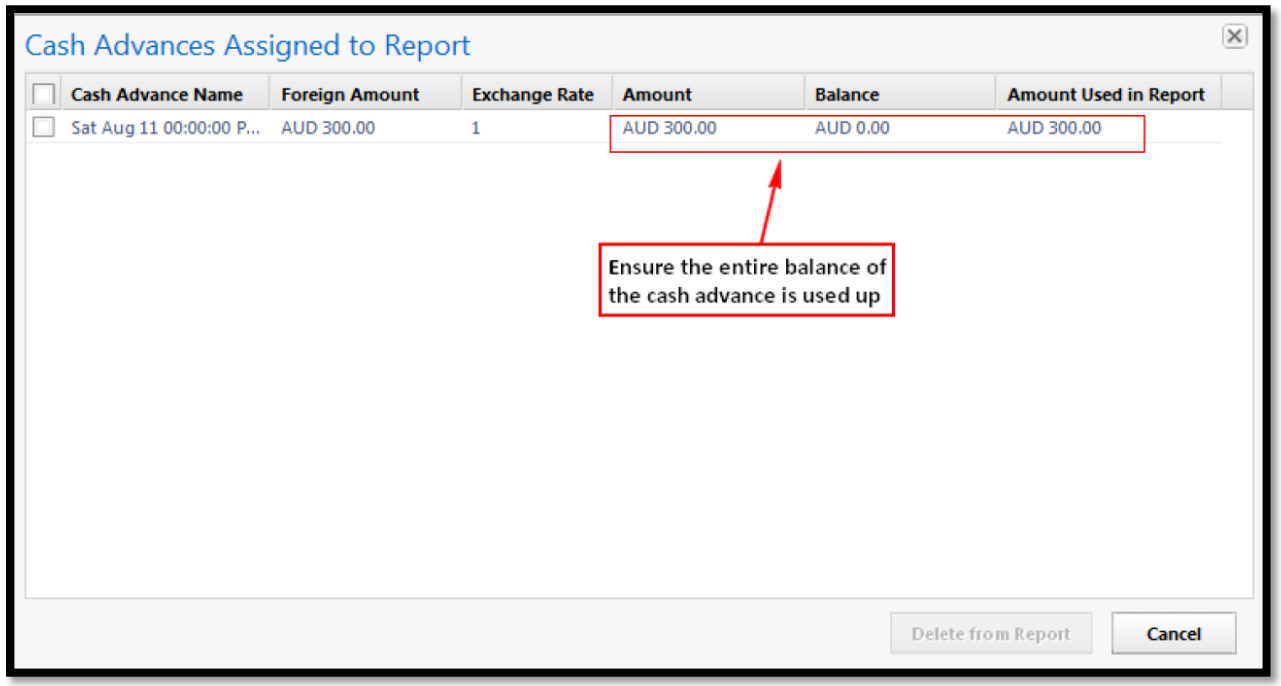
Please ensure that the payment made to the cashiers is applied to the cost centre "Z519000047090144" with GST code "NA". Attach the receipt from cashiers to the report.



Once you have completed the report you can double check if you have used up the entire amount of the cash advance by clicking on the “Details” button and clicking on “Assigned” as you can see in the screenshot below.


Welcome, NASIR DARDAH [You are administering for:]
Help | Log Out
Curtin University
My Concur
Expense
Reporting
Administration
Profile
View Charges
View Reports
New Expense Report
View Receipt Store
View Cash Advances
TEST
Delete Report
Submit Report
New Expense
Quick Expenses
Add Card Charges
Details
Receipts
Print
Hide Exceptions
Exceptions
Expense
Date
Amount
Exception
Cash Advance R...
23/08/2012
AUD 23.00
You have selected
include Cardholders n
mount you enter in this screen must be repaid to the Uni Cashier using Account Code 'Z519000047090144' & GST Code 'NA'. The narration must
e Return'.
Report
Report Header
Totals
Audit Trail
Approval Flow
Comments
Cash Advances
Available
Assigned
Allocations
Allocations
Expenses
Date
Expense
23/08/2012
Cash Advance Return
0.00
You have selected 'Cash Advance Return'. The amount you
repaid to the Uni Cashier using Account Code 'Z51900004709
narration must include Cardholders name & the text 'Cash Ac
DO NOT REPAY ANY MONEYS TO ANZ BRANCH/ATM.
Please continue processing this transaction & Expense Re
05/08/2012
71902-Lab Texts
Perth, Western Australia
AUD 85.00
AUD 85.00
04/08/2012
71902-Lab Texts
Perth, Western Australia
AUD 92.00
AUD 92.00
03/08/2012
71902-Lab Texts
Perth, Western Australia
AUD 100.00
AUD 100.00
TOTAL AMOUNT
AUD 300.00
TOTAL REQUESTED
AUD 277.00
Expense
Receipt Store
Expense Type
Cash Advance Return
Date
23/08/2012
Description
Cash Advance Return - Nasir Dardah
Amount
23.00
AUD
Select this to view the current cash advances that are attached to this report
Save
Allocate
Attach Receipt
Cancel
https://www.concursolutions.com/Expense/Client/default.asp#
Trusted sites | Protected Mode: Off
105%

You will see the following window appear that lists all the cash advances that you have attached to the report including the balance of the cash advance



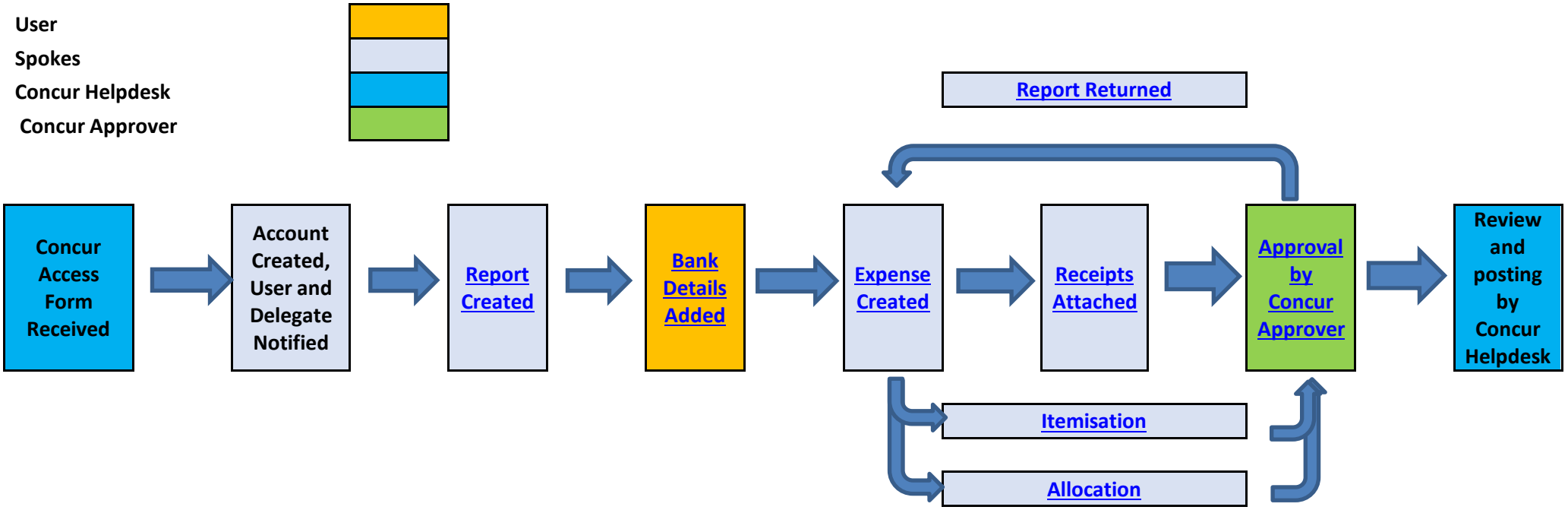
If you have not used up the entire balance of all the cash advances attached to the report Concur will not allow you to submit the report. If you apply too many expenses to the report and exceed the cash advance amount Concur will treat the excess asAn error.

When paying the remainder of your cash advance back to Curtin please ensure that you make the payment at Curtin's cashiers. Please ensure that the following details are included in the payment;

Narrative: Cash Advance Return [Cardholder Name]
Amount: The amount of your "Cash Advance Return" in the expense report
Cost Centre: Z519000047090144
GST Code: NA

The receipt you receive from cashiers will need to be attached in order to complete your report.

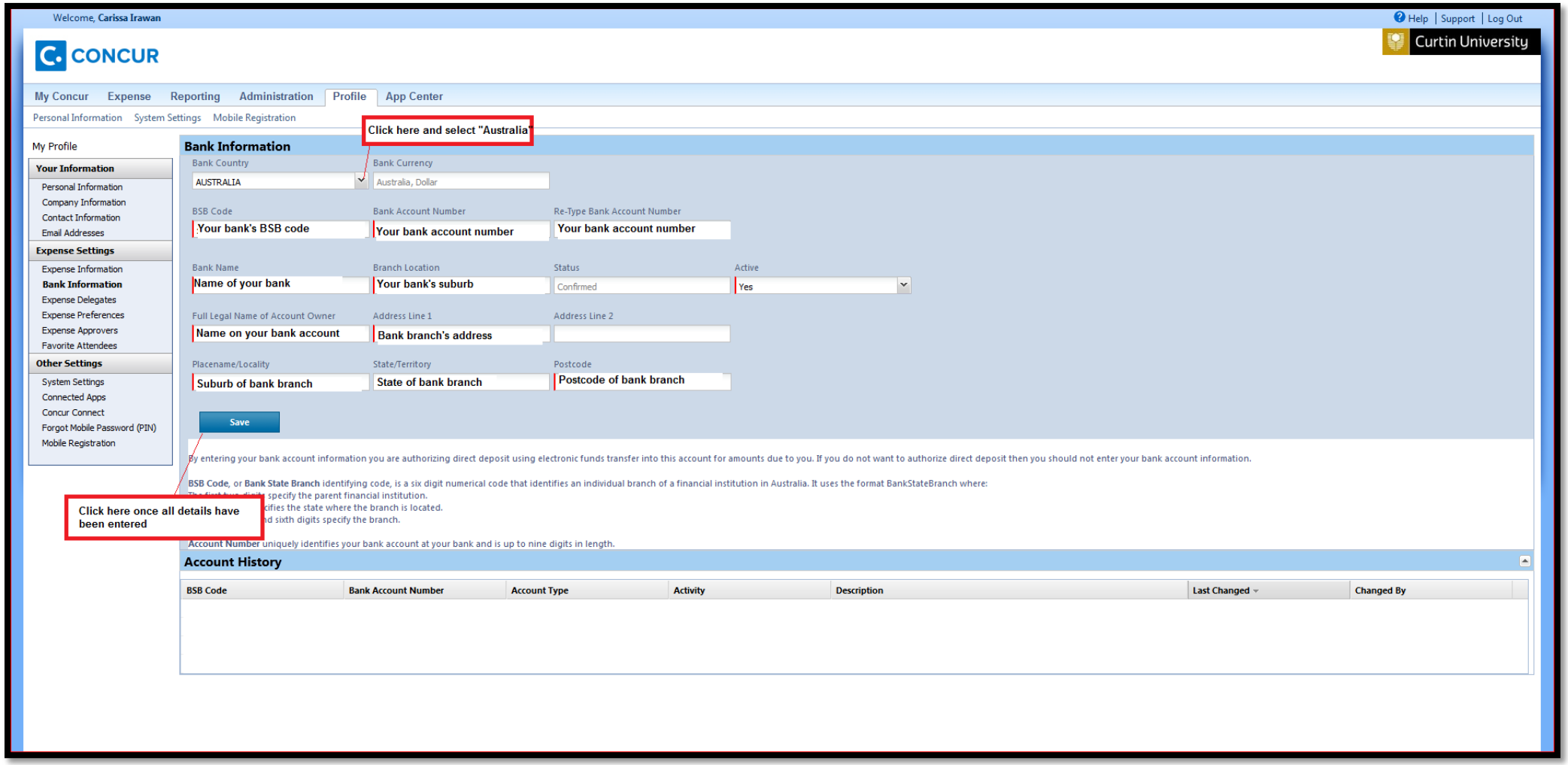
Concur Reimbursements Flowchart



Updating Bank Details

When processing a reimbursement for a staff member, you will need to ensure that they have entered their personal bank account details into Concur. You are not able to enter bank details on their behalf as they would have to enter it through their own personal account.

They will need to nominate a bank account to have their reimbursements paid to.

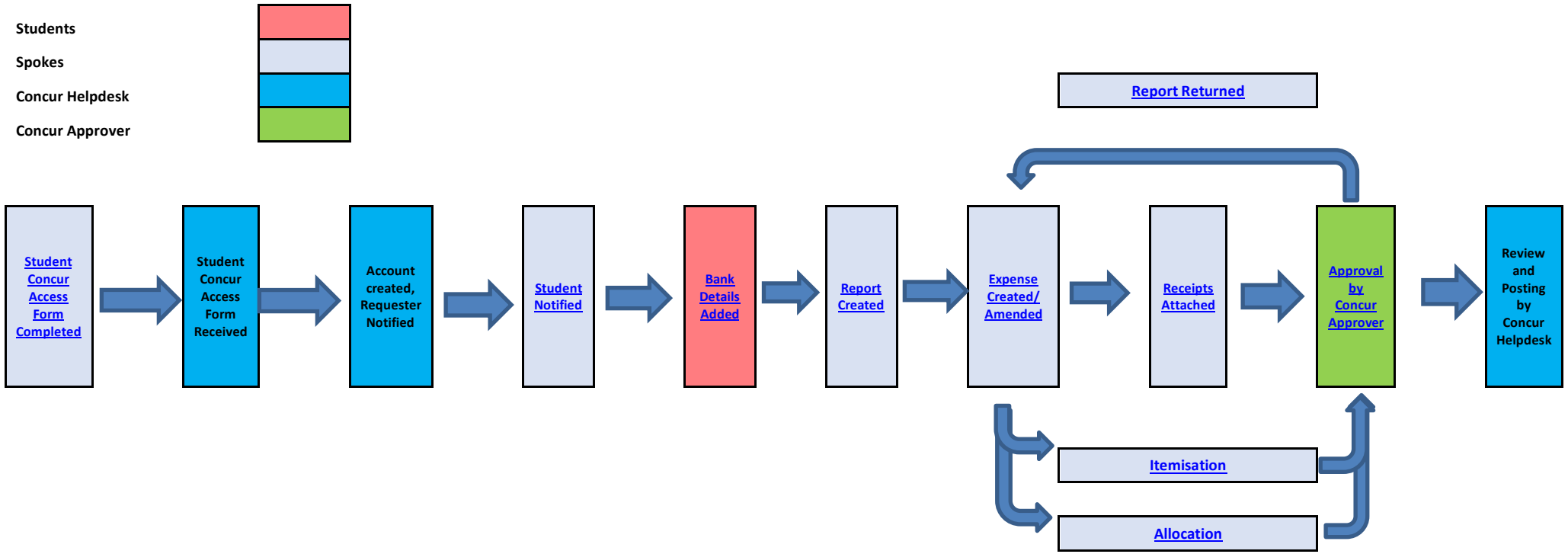


Once they have saved your bank account details Concur will make a payment five (5) cents to your nominated bank account to confirm the details.

Confirmation can take up to three (3) business days to be completed.

If there are any issues with their nominated bank account they will receive an email from Concur stating the bank account you have entered was incorrect.

Student Payments Flowchart

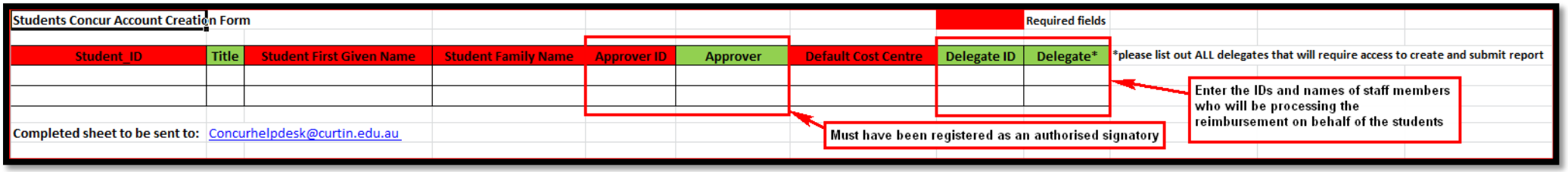


If you are processing regular payments for students (i.e. student reimbursements, scholarships, refunds), you are encouraged to utilise Concur as an alternative to using Accounts Payable. Making a payment through Concur provides greater control for staff members and reduces students' waiting time.

IMPORTANT NOTE: Student's responsibility is strictly limited to entering their bank account details. You will need to process the reimbursement on behalf of the students.

Creating Concur Account for Students

You will need to complete the following Students Concur Account Creation Form. Please send the completed form to the Concur Helpdesk via email ConcurHelpdesk@curtin.edu.au. It is important that you add the delegate name(s) as students are not permitted to process their own reimbursement.


Students Concur Account Creation Form
Required fields
Student_ID
Title
Student First Given Name
Student Family Name
Approver ID
Approver
Default Cost Centre
Delegate ID
Delegate*
*please list out ALL delegates that will require access to create and submit report
Completed sheet to be sent to: Concurhelpdesk@curtin.edu.au
Must have been registered as an authorised signatory
Enter the IDs and names of staff members who will be processing the reimbursement on behalf of the students

Concur Helpdesk will then proceed to notify the requester once the student accounts have been created.

Notifying Students

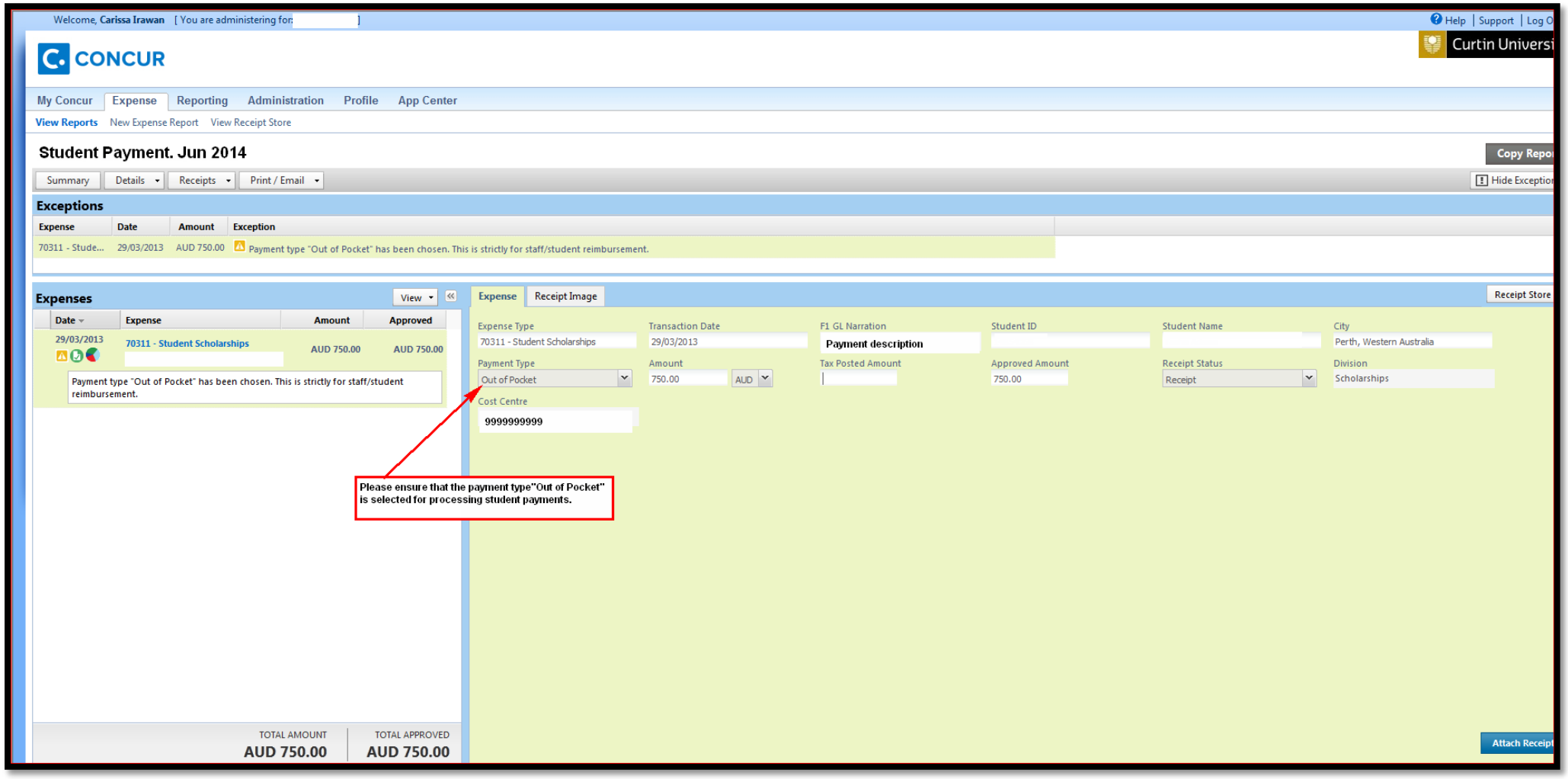
You can then notify the students that their accounts have been created. They can then log in and enter their bank details by following the instructions in the Concur Student User Guide.

You may attach a copy of this user guide in your correspondence with them.

Processing Student Payments

Processing student payments is exactly the same with processing staff reimbursement. However, not all line items regularly available for staff members are available for students.

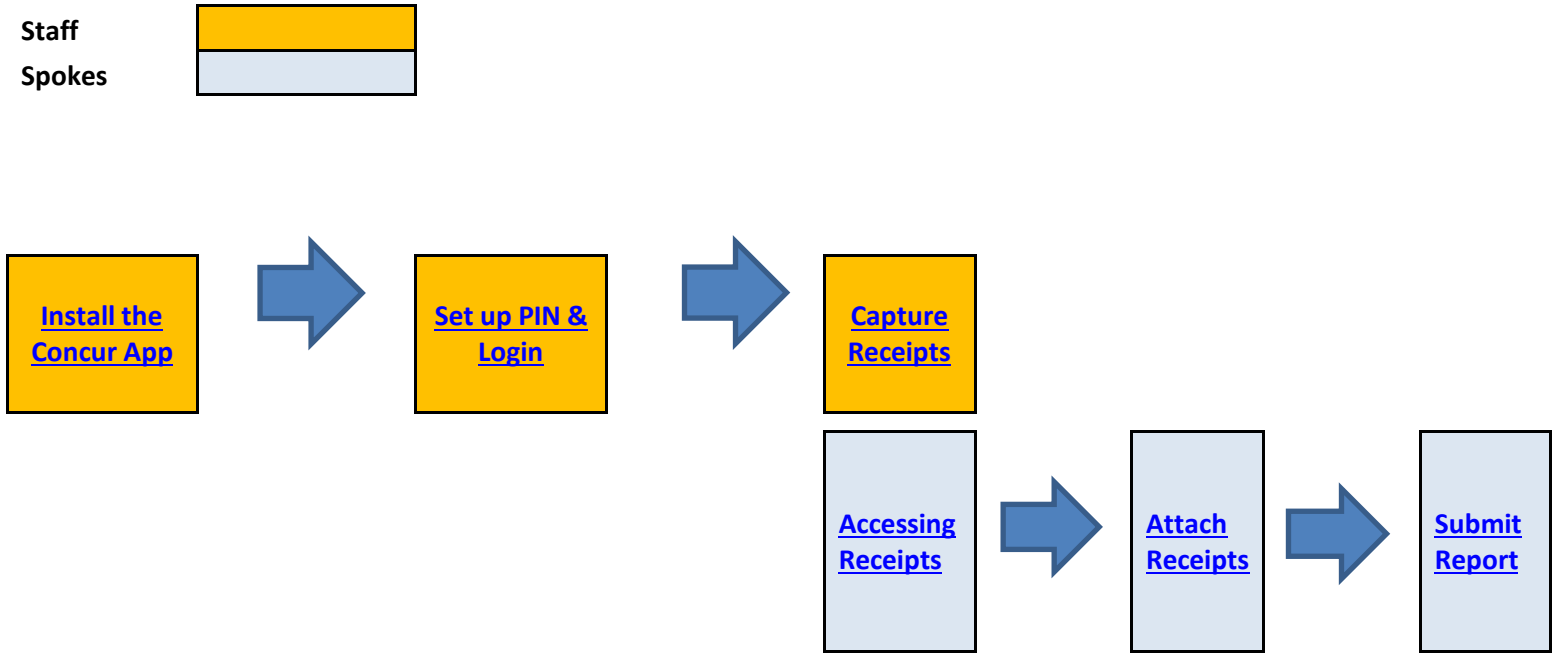
Please click here for the instructions on how to create a new report. Please click here for the instructions on how to create a new expense in Concur.



Concur App Flowchart

If your cardholder has installed the Concur App into their smartphone, receipts captured using the Concur App will automatically appear under their Receipt Store.

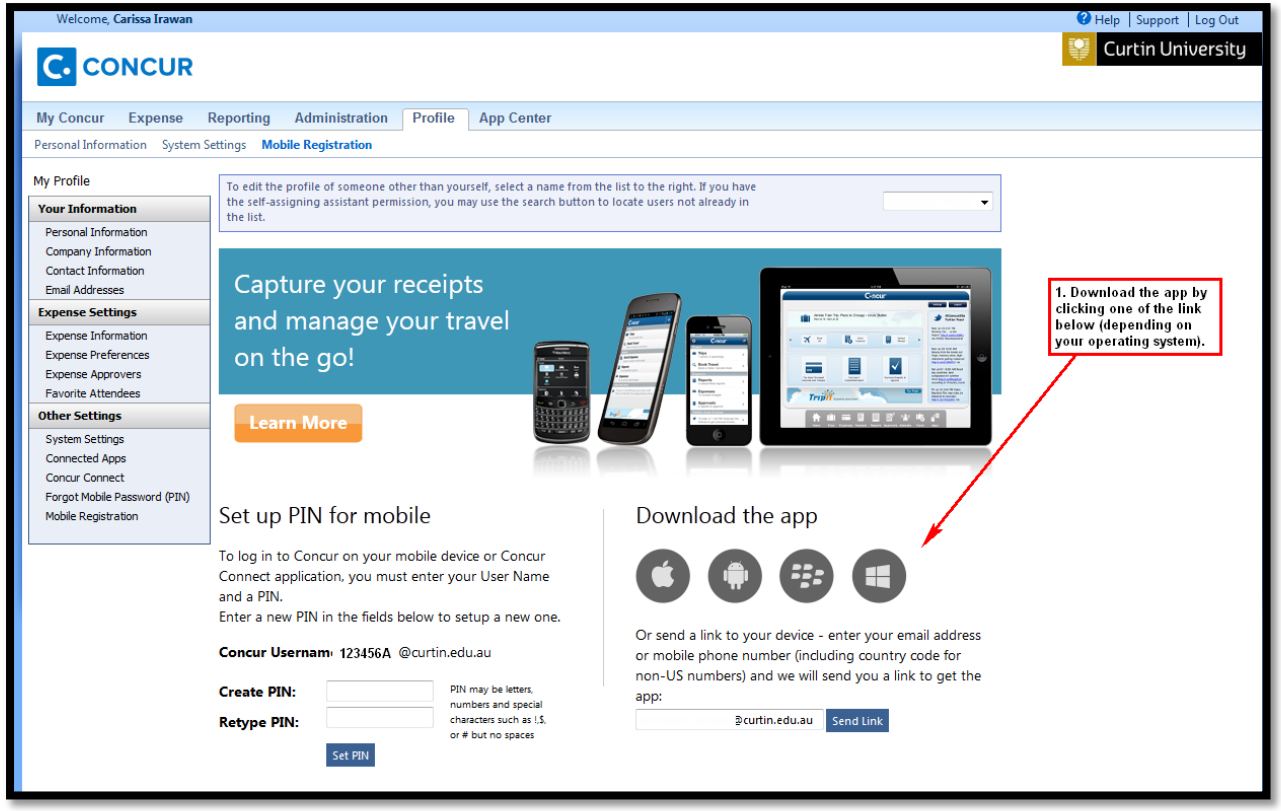
Receipt Store is Concur's online receipt database.



Installing the Concur App

There are two ways how you can install the Concur App into your smartphone

(a) Clicking on **Mobile Registration** under your **Profile** menu in the web version of Concur, the link to download the app can be sent to your email address, OR


Welcome, Carissa Irawan
Help | Support | Log Out
CONCUR
Curtin University
My Concur
Expense
Reporting
Administration
Profile
App Center
Personal Information
System Settings
Mobile Registration
My Profile
Your Information
Personal Information
Company Information
Contact Information
Email Addresses
Expense Settings
Expense Information
Expense Preferences
Expense Approvers
Favorite Attendees
Other Settings
System Settings
Connected Apps
Concur Connect
Forgot Mobile Password (PIN)
Mobile Registration
To edit the profile of someone other than yourself, select a name from the list to the right. If you have the self-assigning assistant permission, you may use the search button to locate users not already in the list.
Capture your receipts and manage your travel on the go!
Learn More
1. Download the app by clicking one of the link below (depending on your operating system).
Set up PIN for mobile
To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a PIN.
Enter a new PIN in the fields below to setup a new one.
Concur Username 123456A @curtin.edu.au
Create PIN:
Retype PIN:
PIN may be letters, numbers and special characters such as !,$, or # but no spaces
Set PIN
Download the app
Or send a link to your device - enter your email address or mobile phone number (including country code for non-US numbers) and we will send you a link to get the app:
@curtin.edu.au
Send Link

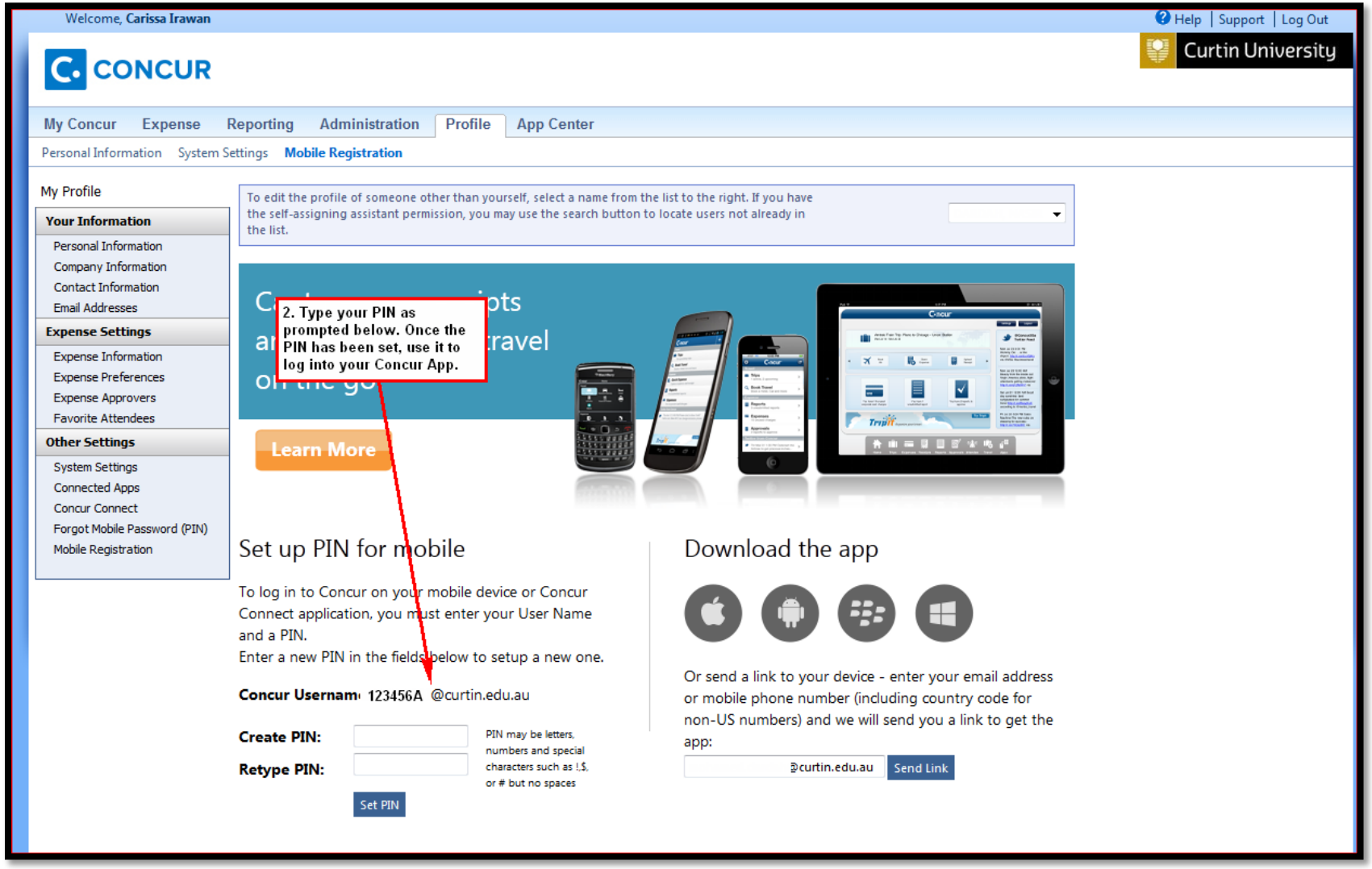
(b) Download the App from your **App Store;**

Your operating system	**Apple**	**Android**	**BlackBerry**	**Windows Phone**
Your App Store will be	**iTunes**	**Google Play Store**	**BlackBerry App World**	**Windows Store**

Use these search terms: ***Concur, Concur Mobile, Cliqbook, travel, expense, hotel, taxi, receipt, hotel booking, business travel, expense report***

Setting Up your PIN

Type any PIN of your choosing.


Welcome, Carissa Irawan
Help | Support | Log Out
CONCUR
Curtin University
My Concur
Expense
Reporting
Administration
Profile
App Center
Personal Information
System Settings
Mobile Registration
My Profile
Your Information
Personal Information
Company Information
Contact Information
Email Addresses
Expense Settings
Expense Information
Expense Preferences
Expense Approvers
Favorite Attendees
Other Settings
System Settings
Connected Apps
Concur Connect
Forgot Mobile Password (PIN)
Mobile Registration
To edit the profile of someone other than yourself, select a name from the list to the right. If you have the self-assigning assistant permission, you may use the search button to locate users not already in the list.
2. Type your PIN as prompted below. Once the PIN has been set, use it to log into your Concur App.
Learn More
Set up PIN for mobile
To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a PIN.
Enter a new PIN in the fields below to setup a new one.
Concur Username 123456A @curtin.edu.au
Create PIN:
Retype PIN:
PIN may be letters, numbers and special characters such as !,$, or # but no spaces
Set PIN
Download the app
Or send a link to your device - enter your email address or mobile phone number (including country code for non-US numbers) and we will send you a link to get the app:
@curtin.edu.au
Send Link

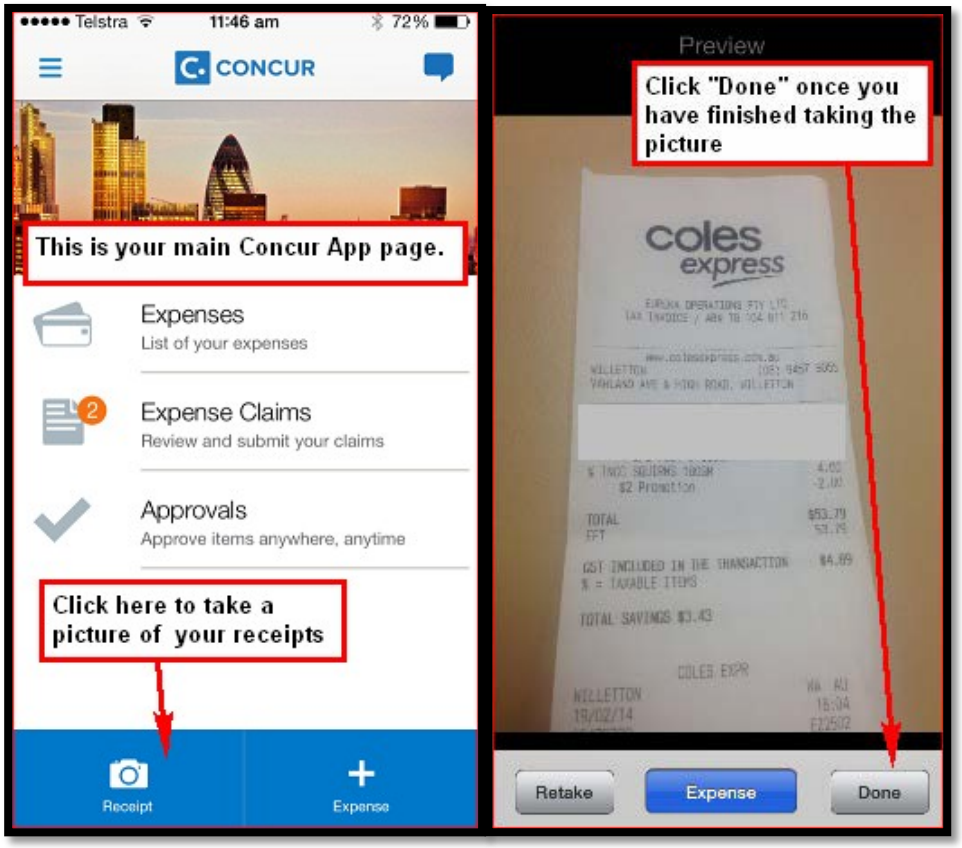
Once you have set up your PIN, switch to your smartphone and use your previously set PIN to login.

Logging In

Once you have signed in, you are no longer required to sign in again.

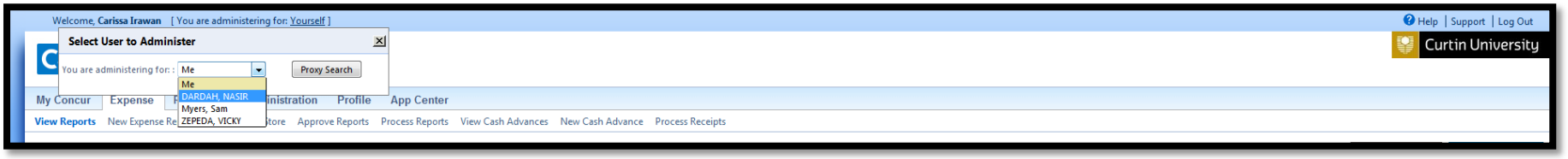
Telstra 3:29 pm 37%
Sign In
CONCUR
Enter Concur User Name
STAFF ID@curtin.edu.au
Enter Concur Password or PIN
the PIN you have previously set
Sign In to Concur
Forgot Username or Password?
1 2 3 4 5 6 7 8 9 0

Capture Receipts

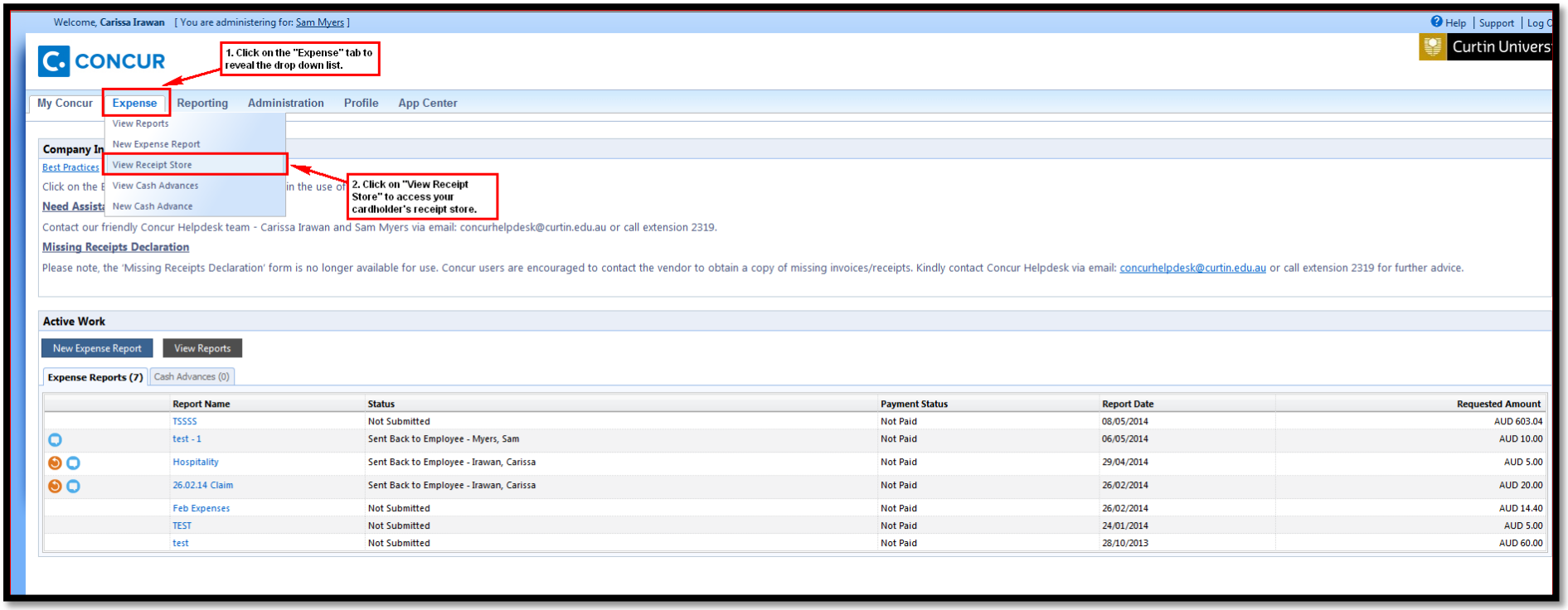


Accessing your Cardholders' Receipt Store

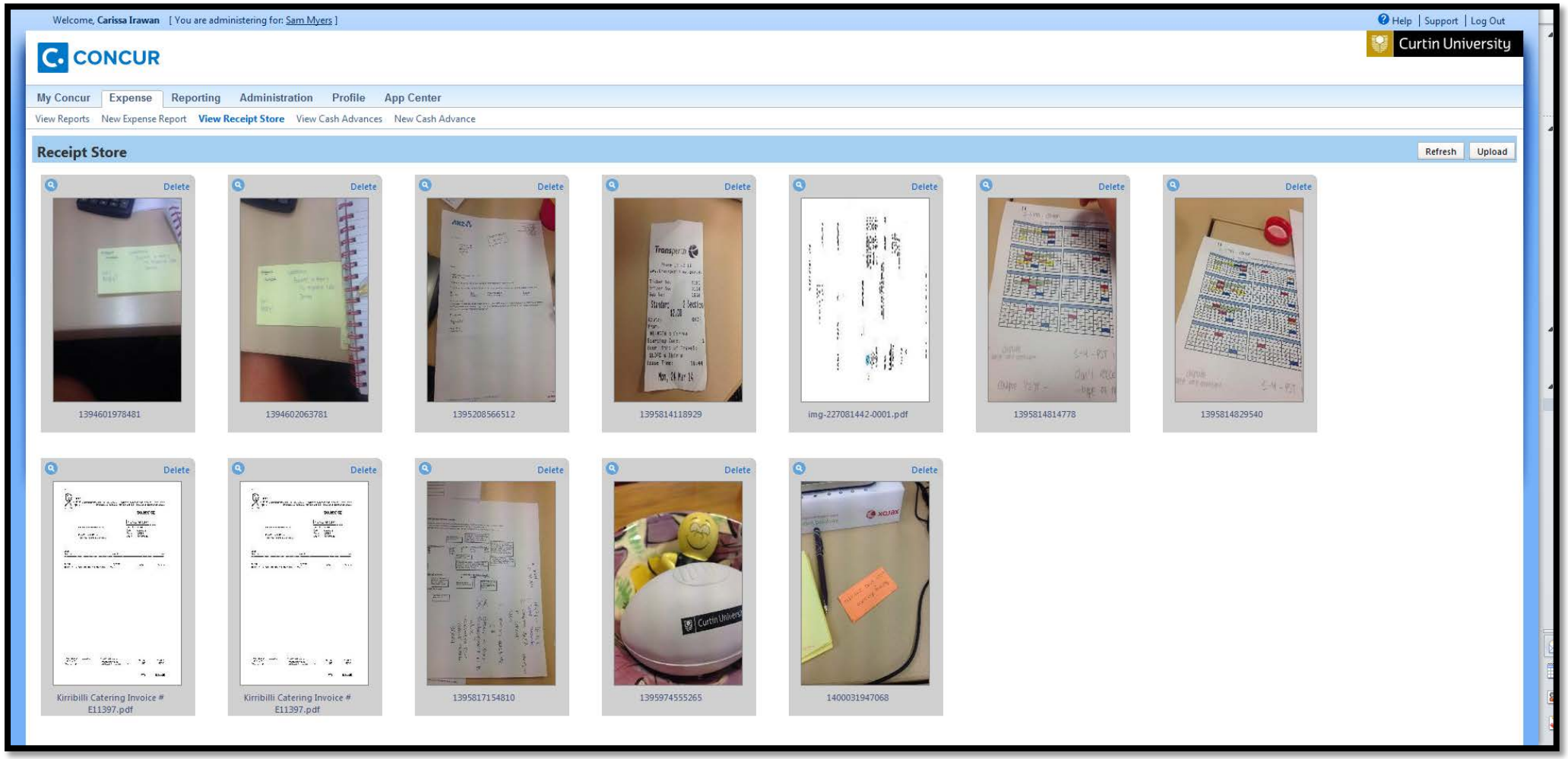
To access your cardholders' receipt store to see what receipts they have taken, access their accounts by clicking **"Select User to Administer"** and their name.



In your cardholder's main Concur page, click on the **"Expense"** tab and then **"View Receipt Store"**.

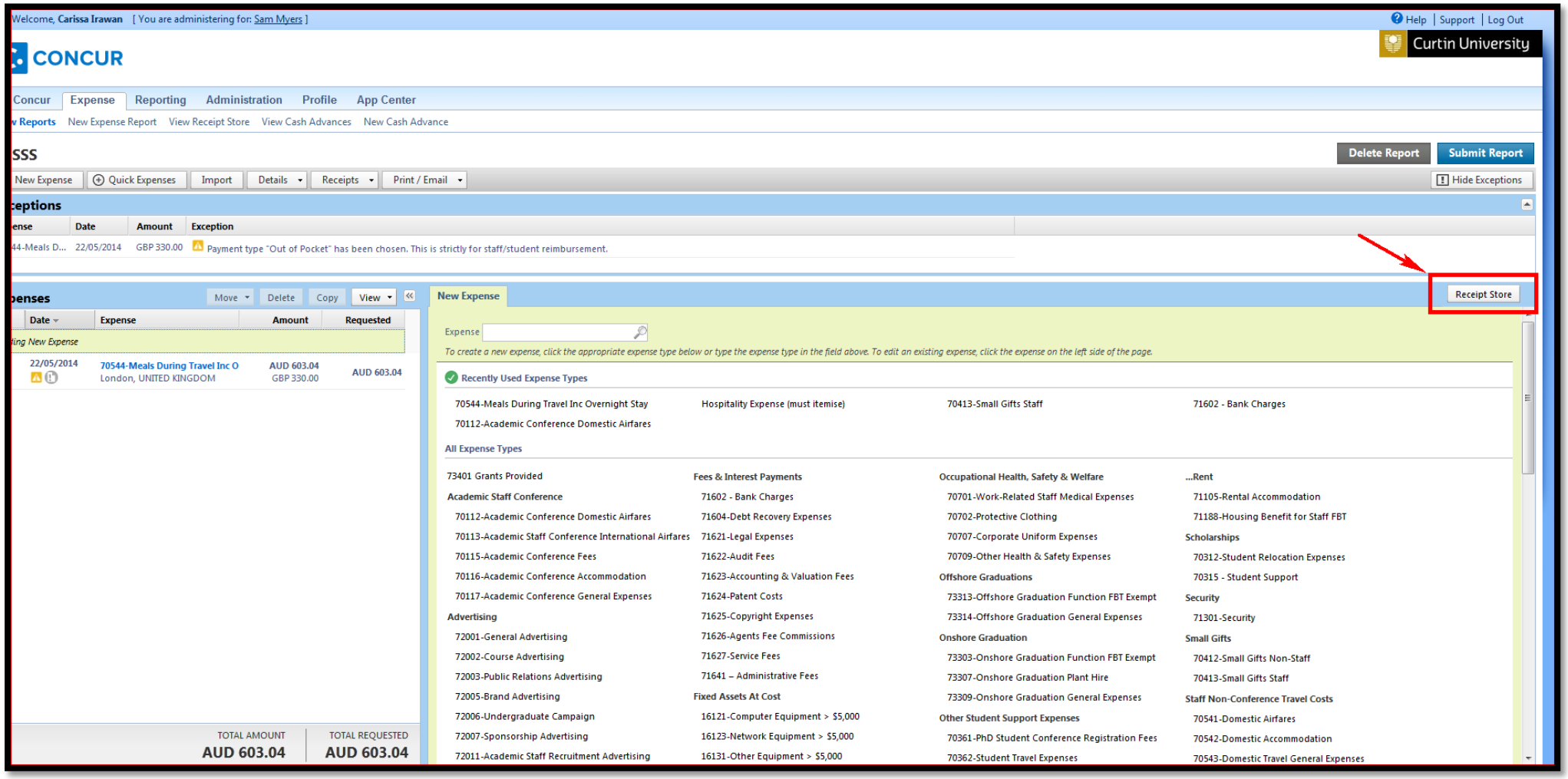


You are now in your Cardholder's receipt store. Receipts will be sorted based on the time they were captured, i.e. newer receipts will be shown first.

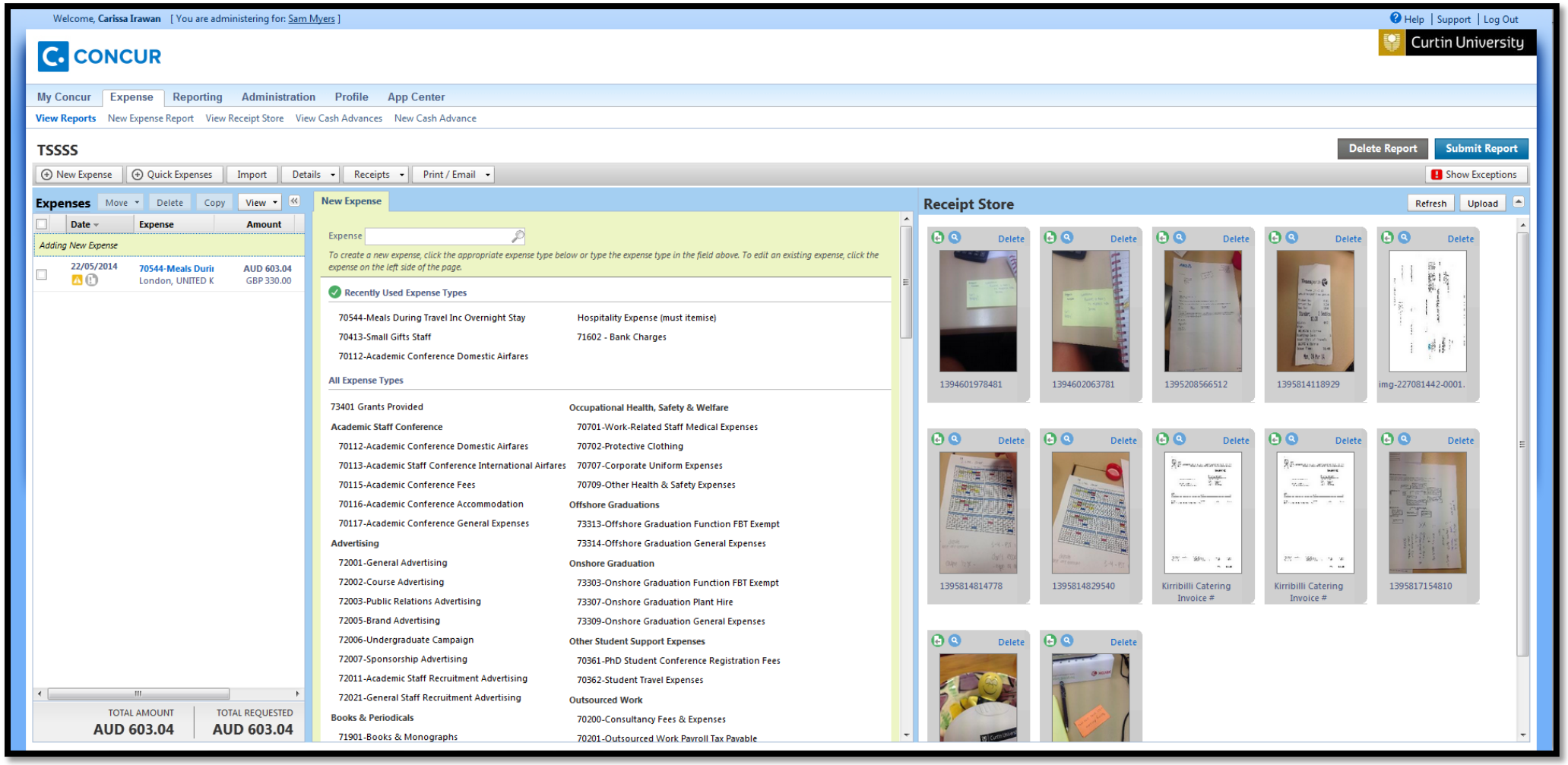


Attaching Receipts from the Receipt Store

When you have a report open, click on the **"Receipt Store"** tab on the right side of your screen to open the cardholder's Receipt Store.

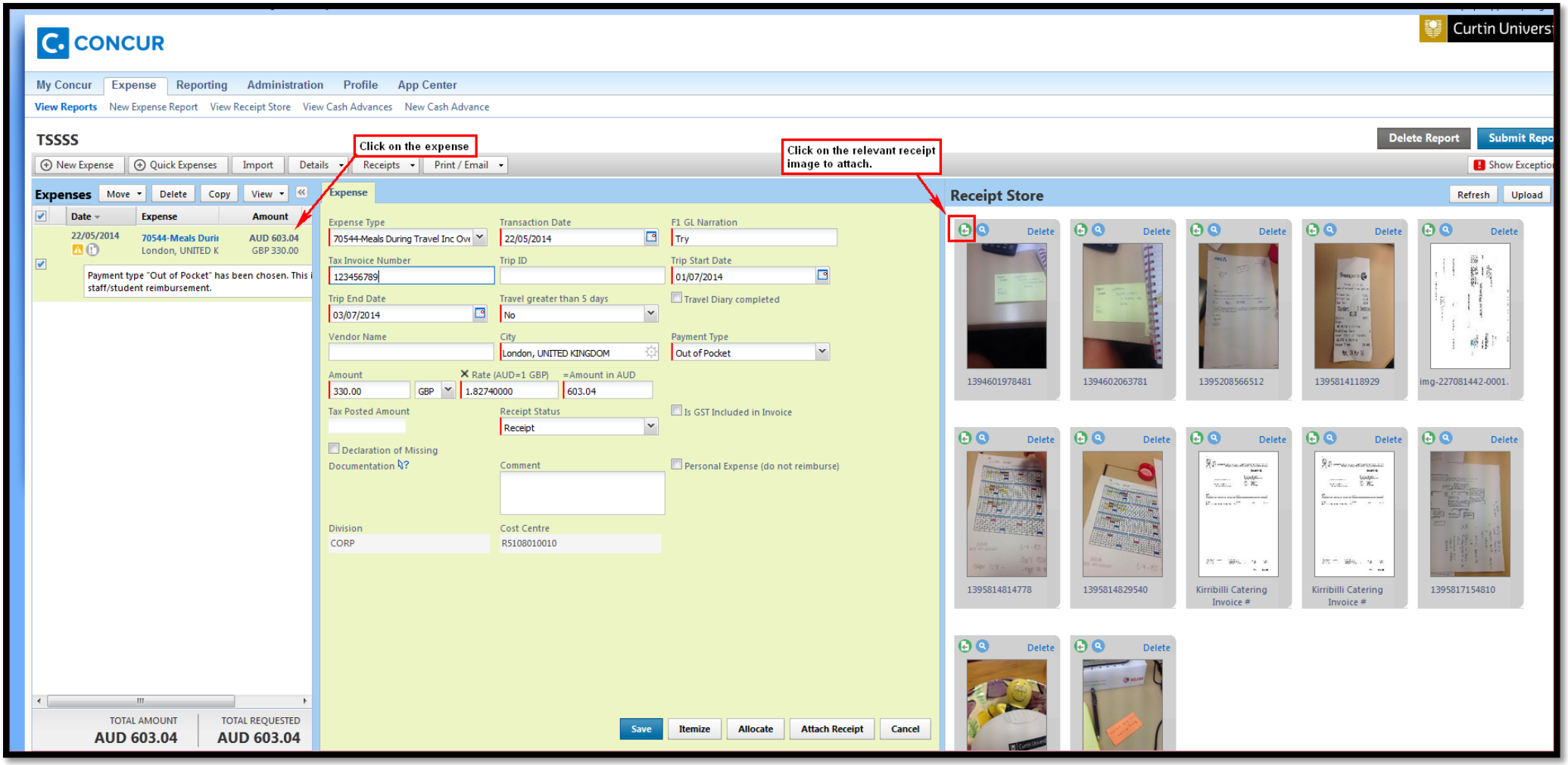


The Receipt Store will expand and it will show you all available receipts that have been previously captured by the cardholder and haven't been assigned to any prior expenses/reports. You have the selection to match the receipts into the expense.

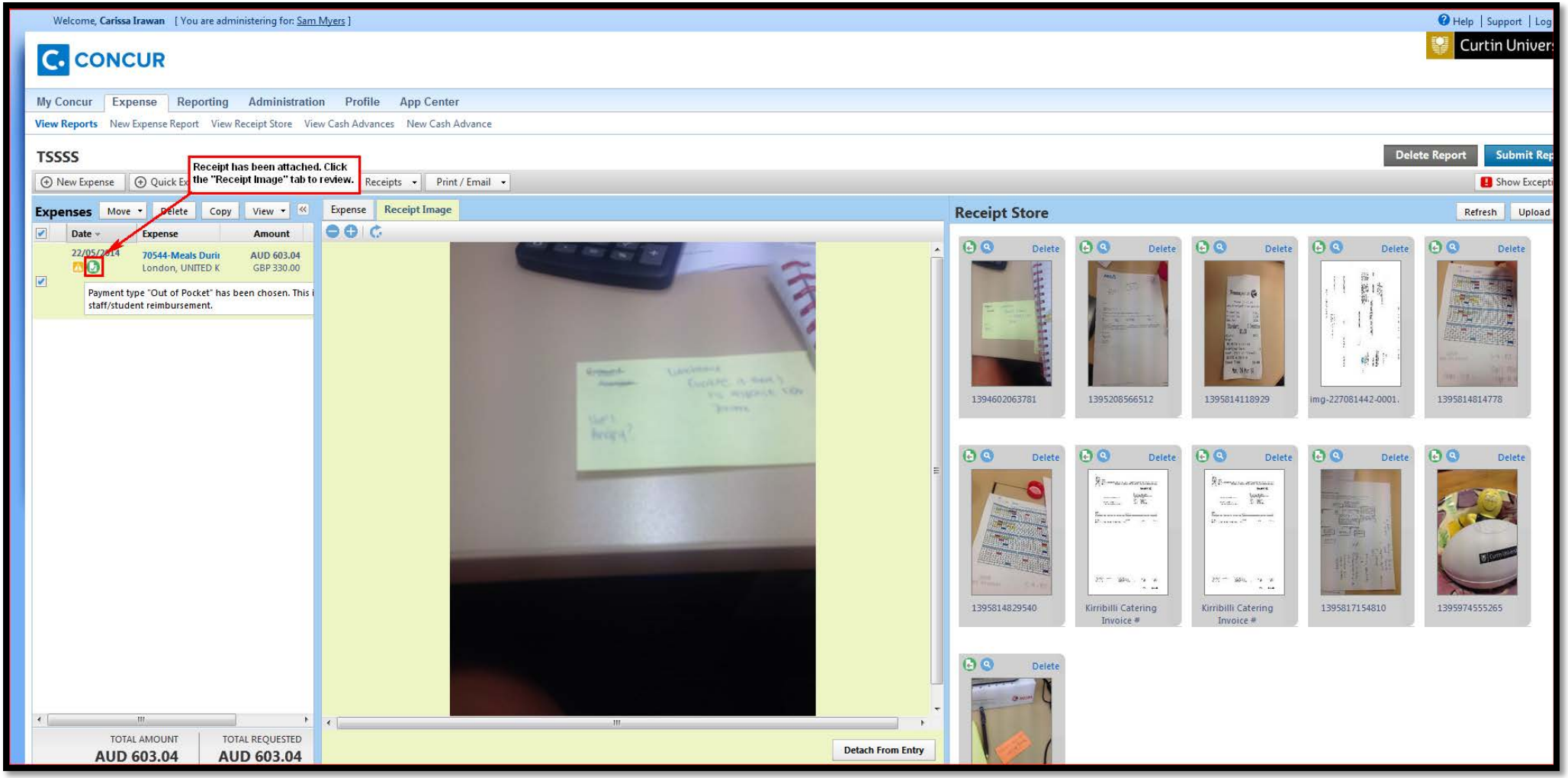


There are two ways to attach receipts from the receipt store; by (a) clicking the expense and then clicking the sign on one of the receipts, or by (b) dragging the receipt onto the expense.

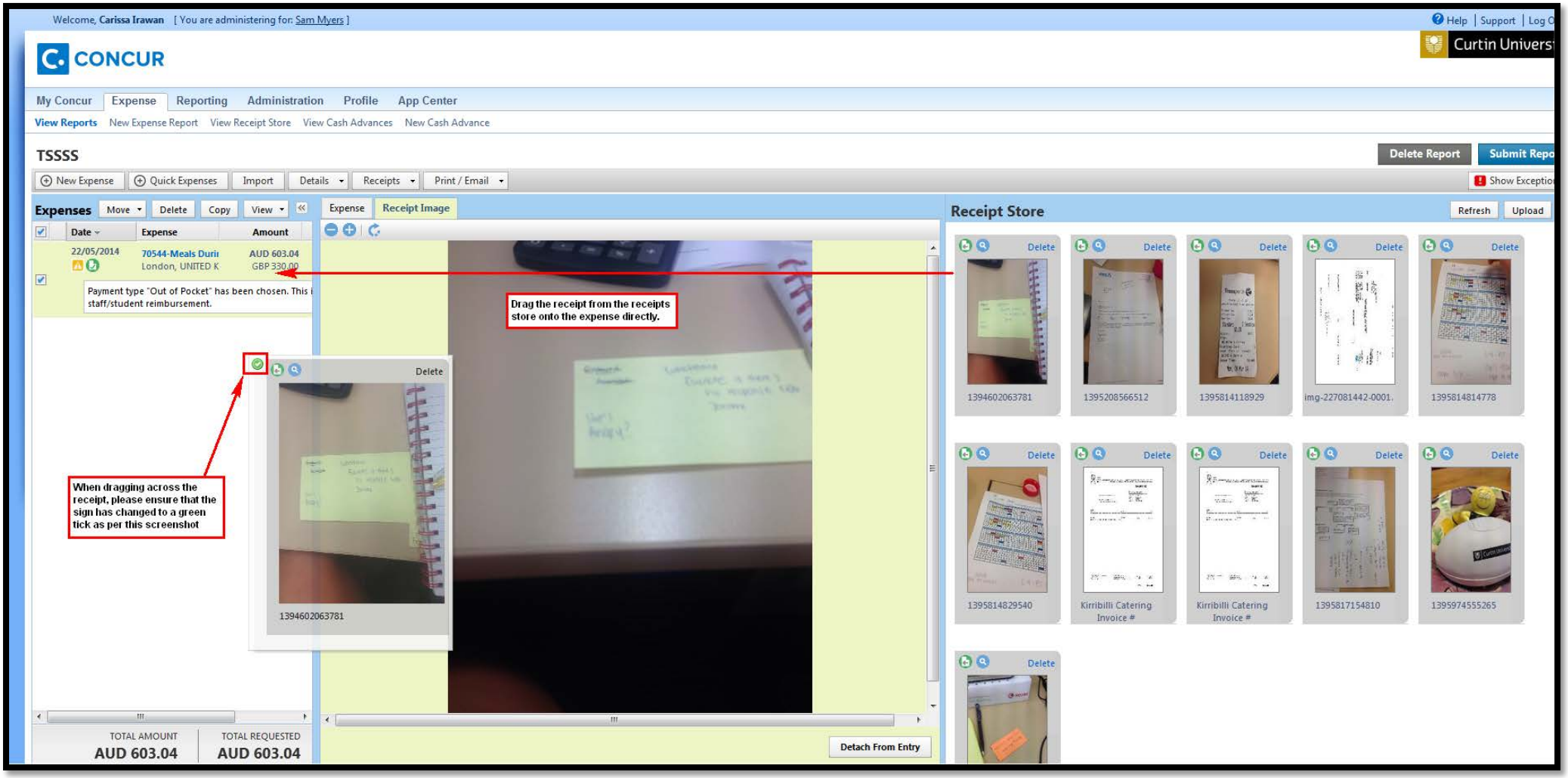
(a)


CONCUR
Curtin Univers
My Concur
Expense
Reporting
Administration
Profile
App Center
View Reports
New Expense Report
View Receipt Store
View Cash Advances
New Cash Advance
TSSSS
Click on the expense
Click on the relevant receipt image to attach.
Delete Report
Submit Repo
New Expense
Quick Expenses
Import
Details
Receipts
Print / Email
Show Exceptio
Expenses
Move
Delete
Copy
View
Date
Expense
Amount
22/05/2014
70544-Meals Duri
London, UNITED K
AUD 603.04
GBP 330.00
Payment type "Out of Pocket" has been chosen. This i
staff/student reimbursement.
TOTAL AMOUNT
AUD 603.04
TOTAL REQUESTED
AUD 603.04
Expense
Expense Type
70544-Meals During Travel Inc Ove
Transaction Date
22/05/2014
F1 GL Narration
Try
Tax Invoice Number
123456789
Trip ID
Trip Start Date
01/07/2014
Trip End Date
03/07/2014
Travel greater than 5 days
No
Travel Diary completed
Vendor Name
City
London, UNITED KINGDOM
Payment Type
Out of Pocket
Amount
330.00
GBP
Rate (AUD=1 GBP)
1.82740000
=Amount in AUD
603.04
Tax Posted Amount
Receipt Status
Receipt
Is GST Included in Invoice
Declaration of Missing Documentation
Comment
Personal Expense (do not reimburse)
Division
CORP
Cost Centre
R5108010010
Save
Itemize
Allocate
Attach Receipt
Cancel
Receipt Store
Refresh
Upload
Delete
1394601978481
1394602063781
1395208566512
1395814118929
img-227081442-0001.
1395814814778
1395814829540
Kirribilli Catering Invoice #
Kirribilli Catering Invoice #
1395817154810

The sign will appear, indicating that receipt has been attached.



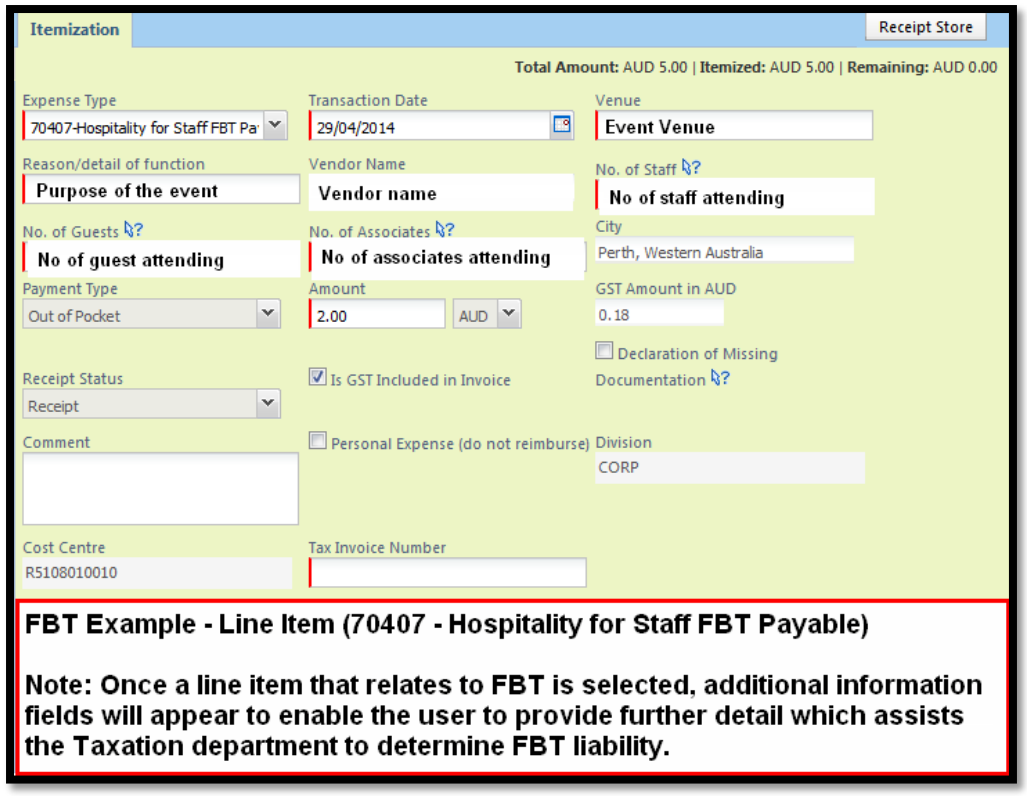
(b)


Welcome, Carissa Irawan [You are administering for: Sam Myers]
Help | Support | Log O
CONCUR
Curtin Univers
My Concur
Expense
Reporting
Administration
Profile
App Center
View Reports
New Expense Report
View Receipt Store
View Cash Advances
New Cash Advance
TSSSS
Delete Report
Submit Repo
New Expense
Quick Expenses
Import
Details
Receipts
Print / Email
Show Exceptio
Expenses
Move
Delete
Copy
View
Date
Expense
Amount
22/05/2014
70544-Meals Durin
London, UNITED K
AUD 603.04
GBP 330.00
Payment type "Out of Pocket" has been chosen. This i
staff/student reimbursement.
Expense
Receipt Image
Drag the receipt from the receipts store onto the expense directly.
When dragging across the receipt, please ensure that the sign has changed to a green tick as per this screenshot
Delete
1394602063781
Receipt Store
Refresh
Upload
Delete
1394602063781
1395208566512
1395814118929
img-227081442-0001.
1395814814778
1395814829540
Kirribilli Catering Invoice #
Kirribilli Catering Invoice #
1395817154810
1395974555265
TOTAL AMOUNT
AUD 603.04
TOTAL REQUESTED
AUD 603.04
Detach From Entry

Appendix 1: Fringe Benefits Tax (FBT)

A fringe benefit is a benefit that is provided to an employee that relates to their employment. Some common examples are Curtin financed travel, Christmas parties, business lunches and cars provided by Curtin etc. The information must be entered into Concur correctly with all relevant fields completed as it will be used to determine Curtin's tax obligations.

Fringe Benefits Tax (FBT) Example - Concur



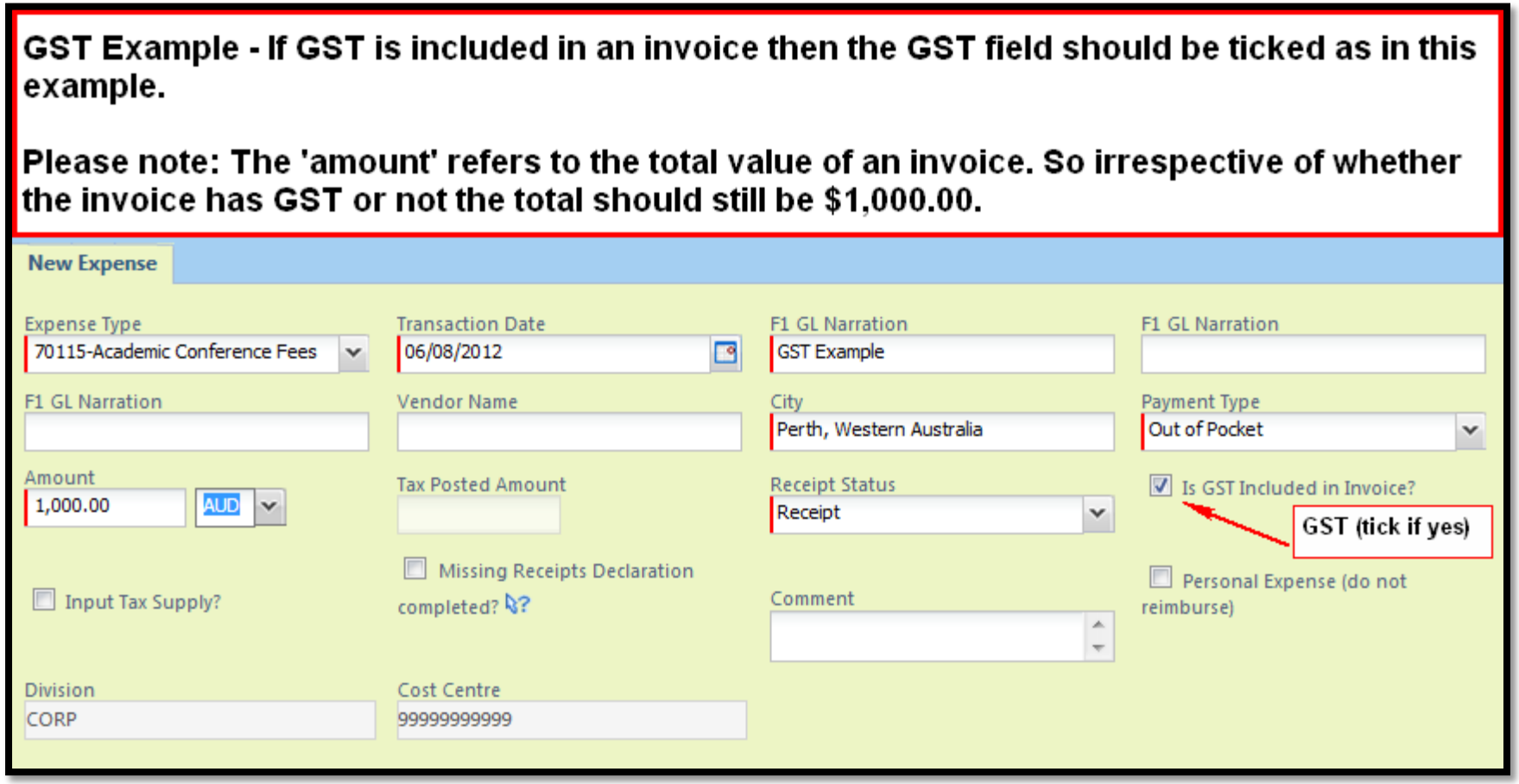
Staff: Curtin employees.

Associate: Refers to people closely associated with staff. e.g. Any member of the family of a staff member.

Guests: Refers to attendees who do not belong to either of the staff or associate categories. i.e. A meeting is held with XYZ Pty Ltd. XYZ's attendees would be guests from Curtin's perspective.

Appendix 2: Goods and Services Tax (GST)

GST Example – Concur



If your invoice contains both a GST and a Non-GST component then you will need to use the itemisation function (Instructions found here) and split the expense up into the GST component and the GST free component. The itemisation line for the GST free component will then need to have the "Is GST included in invoice" box unticked .

Tax Invoices

Tax invoices are important documents for the operation of the GST system. Tax invoices must contain certain information to be valid. These requirements are detailed below (see 'What is a valid tax invoice?' in the next column). You must issue a tax invoice for any taxable sales you make of more than $82.50 (including GST), where the purchaser requests it.

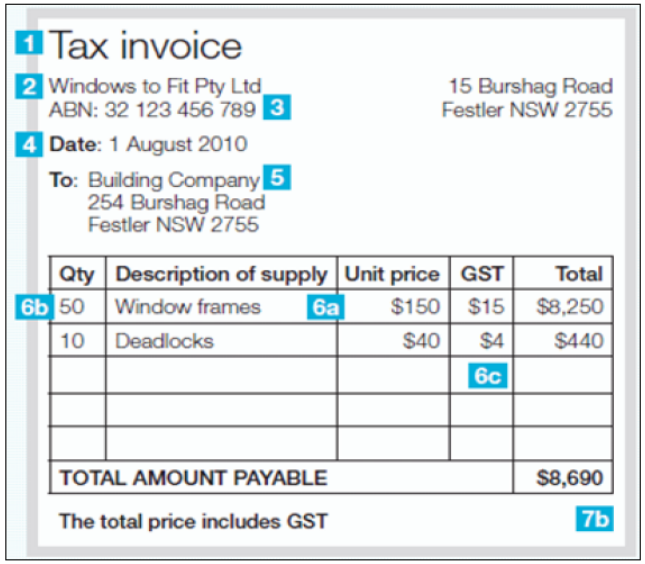
If you make taxable purchases for business purposes, you can use the tax invoices you receive to claim the correct amount of GST credits for those purchases.

Claiming GST Credits

To claim a GST credit for purchases that cost more than $82.50 (including GST), you must be registered for GST and have a valid tax invoice or recipient created tax invoice (RCTI). If you use an incorrect or incomplete tax invoice to claim a GST credit, the GST credit may not be allowed.

To claim GST credits for purchases that cost $82.50 or less (including GST), you must keep documents such as cash register dockets, receipts or invoices to support your claims.
You must also keep your tax invoices and other GST records for seven years.

Appendix 3: Valid Tax Invoice



1 Tax invoice

2 Windows to Fit Pty Ltd
ABN: 32 123 456 789 3

15 Burshag Road
Festler NSW 2755

4 Date: 1 August 2010

To: Building Company 5
254 Burshag Road
Festler NSW 2755

	Qty	Description of supply	Unit price	GST	Total
6b	50	Window frames 6a	$150	$15	$8,250
	10	Deadlocks	$40	$4	$440
				6c	
	TOTAL AMOUNT PAYABLE				$8,690

The total price includes GST 7b

Sales of $1,000 or more

Tax invoices for taxable sales that total $1,000 or more must include enough information to enable the following to be clearly ascertained:

1. that the document is intended as a tax invoice
2. the seller's identity
3. the seller's ABN
4. the date the tax invoice was issued
5. the buyer's identity or ABN
6. a brief description of the items sold, including the quantity (if applicable) and the price of what is sold
7. the GST amount (if any) payable in relation to the sale - this can be shown separately, or, if the GST to be paid is exactly one-eleventh of the total price, a statement such as 'The total price includes GST'
8. the extent that each sale to which the document relates is a taxable sale.

What is a valid Tax invoice?

A valid tax invoice is a document that meets all of the following requirements:

- it is issued by the supplier, unless it is an RCTI (in which case it is issued by the recipient)
- it contains enough information to enable the following to be clearly identified
- the supplier's identity and ABN
- a brief description of what is sold, including the quantity (if applicable) and the price of what is sold
- the extent to which each sale is a taxable sale – this can be shown separately or, if the GST to be paid is exactly one-eleventh of the total price, as a statement such as 'total price includes GST'
- the date the document is issued
- the amount of GST (if any) payable for each sale
- if the document was issued by the recipient and GST is payable for any sale – that the GST is payable by the supplier
- that the document was intended to be a tax invoice or an RCTI if it was issued by the recipient.
- In addition, if the total price of the sale is at least $1,000 or if the document was issued by the recipient, the recipient's identity or ABN must be able to be clearly identified.